14 CFR PART 142 TRAINING CENTERS

CHAPTER 148, Introduction to Part 142 Related Tasks

CHAPTER 149, Conduct Initial Certification of a Training Center

CHAPTER 150, Approve Training Program, Curricula, Courseware, and Flight Training Equipment for a Training Center

CHAPTER 151, Standardizing Training Center Curricula and Related Syllabus at Multiple Centers of One Training Company

CHAPTER 152, Train and Designate a Training Center Evaluator.

CHAPTER 153, Conduct Surveillance or Inspection of a Training Center

CHAPTER 154, Withdrawal, Suspension, Revocation, Denial, or Amendment of Training Center Certificate and Training Specifications

CHAPTER 155 thru 157. RESERVED

CHAPTER 148. INTRODUCTION TO PART 142 RELATED TASKS

SECTION 1. GENERAL

1. GENERAL. The objective of this chapter is to give the reader an overview of the regulatory background, concept, and organization of a training center. This overview chapter has no specific task requirements and no specific outcomes other than gaining an overview.

A. Authority. Title 14 of the Code of Federal Regulations (14 CFR) part 142 prescribes rules governing the operation of training centers. Title 14 CFR part 61 prescribes the aeronautical experience, training, and testing requirements for persons using training centers. Title 14 CFR part 142 provides an alternative means (i.e., simulators as opposed to aircraft) for meeting Advanced Qualification Program (AQP) experience, training, and testing requirements of part 61, 63, 65, 121, 125, 127, 135, or 137 and others, as approved by Flight Standards, through the use of approved flight training devices and/or simulators.

B. Conventions Used.

(1) In this and related chapters, training center means either a training center or a satellite training center. Where a provision applies only to satellite training centers, the term satellite training center is used. The difference is explained in 14 CFR part 142 and the contents of Order 8700.1, General Aviation Operations Inspector's Handbook, volume 2, chapters 148 through 154.

(2) No provision of this order is binding as a regulation is binding, unless that provision is also embodied in a law, statute, or regulation. For that reason, the term, shall, is not normally used.

(3) Must, means an action that is mandatory in order to comply with the means of compliance described or illustrated by this order, or to comply with established and standing Federal Aviation Administration (FAA) policy.

(4) Will is an action incumbent on the FAA.

(5) Should and may are terms that indicate actions that are desirable, permissible, and/or not mandatory. There may be other means of complying with a regulation or policy that have not been recommended or determined, and the use of these terms allows for that kind of flexibility.

(6) All references include subsequent revisions and amendments, if any. For example, advisory circular (AC) 120-45, Airplane Flight Training Device Qualification, is referenced in AC 120-45A, the most current revision.

(7) Acronyms used are summarized in Figure 148-1.

C. Definitions.

(1) Advanced Flight Training Device. An advanced FTD is an FTD that represents a specific aircraft in cockpit configuration, function, and flight handling characteristics. FTDs with those characteristics are currently qualified by the FAA, in accordance with (IAW) AC 120-45 as level 6 and level 7 FTDs. Prior to initiating a training curriculum, flight training devices are approved by the TCPM through training specifications.

(2) Authorized Training Center Instructor. An instructor who satisfies the requirements of 14 CFR part 142, § 142.47 and has the following additional qualifications:

(a) Holds the required certificates and ratings;

(b) Has completed the training center's prescribed instructor training program;

(c) Has demonstrated to the Training Center Program Manager (TCPM), or an evaluator designated by the TCPM, the ability to teach the designated curriculum;

(d) Meets the requirements of 14 CFR part 121, §§ 121.411 through 121.414 or 14 CFR part 135, §§ 135.337 through 135.340, as applicable for an air carrier, when the individual is instructing for an air carrier.

(e) Has been authorized as an instructor, in writing, by the training center.

(f) In the case of an individual instructing for an air carrier, the individual must be listed by the air carrier as an instructor.

(g) Under part 142, there is no requirement for the TCPM to approve or authorize ground instructors. When conducting training for certification under part 61, part 61 rules apply. For example, when an endorsement is required on written test results, it must be completed by an authorized instructor, as defined in part 61. When training in special technical areas, training centers are permitted to use subject experts in accordance with the curriculum.

(3) Course. Course is a program of instruction to meet requirements for airman training, certification, qualification, authorization, or recency of experience.

(4) Courseware. Courseware is instructional material developed for each course or curriculum, including lesson plans, flight event descriptions, computer software programs, audiovisual programs, aircraft operating manuals, workbooks, checklists, and handouts.

(5) Curriculum. Curriculum is a specific course or courses of study or collectively; all the courses of study at a training center. It may be identified as either a core or specialty curriculum. Components of a curriculum are called curriculum segments.

(a) Core Curriculum. A core curriculum is an FAA-approved document that identifies the training and testing that will be conducted to meet the requirements for the issuance of an airman certificate. It is based on the Practical Test Standards (PTS), and the requirements of the Flight Standardization Board (FSB) Report, if applicable. Each core curriculum is made up of training segments, which identify training and testing requirements for the issuance of that certificate. The core curriculum does not include training for tasks and circumstances unique to a training center client, such as equipment differences training. The TCPM is responsible for granting approval. Coordination and concurrence of the National Training Center Program Manager (NTCPM) is required if the core curriculum is the first submitted by a new training center for the use of the core curriculum.

(b) Specialty Curriculum. A specialty curriculum is an FAA-approved document that contains training that is unique to one or more training center clients. Examples include: basic indoctrination, windshear, flight training, long-range navigation, Category II/III authorization, or differences training. Specialty curricula are approved by the TCPM. To be used as a part of an air carrier's training program, a specialty curriculum must also be approved by the carrier's principle operations inspector (POI). A specialty curriculum does not require headquarter's review.

(c) Curriculum Segments. A curriculum segment is a subpart of a curriculum. It consists of a group of broadly-related training subjects and activities based on regulatory requirements. It is a portion of a curriculum that can be separately evaluated and approved. A segment is an integral part of a curriculum, but by itself it can not qualify a person for a certificate or rating. Segment examples are: systems integration training, flight simulator training periods, aircraft flight training periods, and aircraft ground training periods.

(d) Element. An element is an integral part of a training module that is subject-oriented. Examples of subject-oriented ground training elements are: standby electrical system, emergency landing gear extension, and thunderstorm characteristics. Examples of subject-oriented flight training elements are, the knowledge of stalls or steep turns.

(e) Event. An event is an integral part of a module that is task-oriented. Examples of task-oriented events are, the conduct of steep turns, stalls, or circling approaches.

(f) Module. A module is a training unit that covers a single subject or topic. It is an independent unit of training that is a subset of a curriculum segment. It contains elements and events. Examples of modules are, electrical systems, hydraulic systems, or pressurization (ground training), and basic airwork, landings, or non-precision approaches (flight training).

(6) Evaluator. An evaluator is a person who is authorized by the Administrator to perform tests and checks for a certificated training center. An evaluator, while acting under the operational control of the training center, performs tests and checks that are authorized by the certificate holder's training specifications and letter of authority issued by the Certificate Holding District Office (CHDO). An evaluator may conduct evaluations at more than one training center, satellite, or remote site. The evaluator remains under the direct supervision of the certificate holding training center manager for which the evaluator is authorized. Evaluators may conduct

evaluations in more than one district after proper coordination between Flight Standards field offices. They may be assigned on a permanent basis, or they may be assigned on a case-by-case basis. They must, however, be trained and qualified to conduct evaluations in the programs of both centers.

(7) Flight Simulator, Airplane. A device that simulates an airplane and meets the following standards:

(a) Full-size replica of the cockpit of a specific type or make, model, and series of airplane.

(b) Includes the equipment and programs necessary to represent the airplane in ground and flight operations.

(c) Uses a force cuing system that provides cues at least equivalent to that of a 3 degrees-of-motion system.

(d) Has been evaluated and qualified for use as a flight simulator by a representative of the National Simulator Program (NSP). Details about airplane flight simulator evaluation may be found in AC 120-40, Airplane Simulator Qualification.

(e) Prior to initiating a training curriculum, simulators are approved by the TCPM through training specifications.

(8) Flight Simulator, Rotorcraft. A device that simulates a rotorcraft and meets the following standards:

(a) Full-size replica of the cockpit of a specific type or make, model, and series of rotorcraft.

(b) Includes the equipment and programs necessary to represent the rotorcraft in ground and flight operations.

(c) Uses a force cuing system that provides cues at least equivalent to that of a 3 degrees-of-motion system.

(d) Has been evaluated and qualified for use as a flight simulator by a representative of the NSP. Details about rotorcraft flight simulator qualification may be found in AC 120-63, Helicopter Simulator Qualification.

(e) Prior to initiating a training curriculum, simulators are approved by the TCPM through training specifications.

(9) Flight Training Device (FTD). A device that meets the following standards:

(a) Full-size replica of instruments, equipment, panels, and controls of an airplane or rotorcraft, or set of airplanes or rotorcraft, in an open flight deck area or in an enclosed cockpit. This may include the hardware and software installed for systems that are necessary to simulate the airplane or rotorcraft in ground and flight operations.

(b) Does not require a force (motion) cuing or visual system.

(c) Has been evaluated, qualified, and approved for use by the Administrator. (See AC 120-45.)

(d) Prior to initiating a training curriculum, flight training devices are approved by the TCPM through training specifications.

(10) Flight Training Equipment. Flight training equipment are flight simulators, FTDs (as defined in the regulations), and aircraft.

(11) Foreign Training Center. A foreign training center is a training center or satellite training center that is located outside the U.S.

(12) Lesson. A lesson is whole or a part of one event or element to be taught. It is usually considered to be one period of instruction.

(13) Line-Operational Simulation (LOS). LOS is a simulation of flight through an operationally-oriented flight scenario. It is intended to represent a line flight and include a flight to normal cruise altitudes. It is considered to be conducted in real time, and it stages situations that create interaction: among flight crewmembers; between flight crewmembers and dispatch facilities; between other crewmembers; and with air traffic control (ATC). It includes ground as well as flight operations. LOSs are conducted for training and evaluation purposes to include random, abnormal, and emergency occurrences. LOS specifically includes: line-oriented flight training (LOFT), special purpose operational training (SPOT), and Line Operational Evaluation (LOE). (See AC 120-35, Line Operational Simulations: Line-Oriented Flight Training, Special Purpose Operational Training, Line Operational Evaluation.)

(14) OpSpecs. The term OpSpecs is the title of the Training Specifications and is only a name difference. Due to the cost of redesigning the software accessed to accommodate the part 142 Training Program, the title can't be changed to the correct term, Training Specifications.

(15) Remote Training Site. A remote training site is one that is temporary in nature and operated in a similar manner to a dry lease operation. While remote training sites are generally used on a temporary basis, TCPMs may approve them in the center's OpSpecs on a permanent basis. The site is distinguished by the use of facilities, such as simulators or classrooms, that are not under the operational control of the certificate holding training center (parent training center.) Remote training sites are authorized in the training specifications for that certificate.

(16) Satellite Training Center. Satellite training centers are considered to be permanent in nature and they function under the operational control of the training center certificate holder (parent training center). Although physically separated from the parent training center, ultimate responsibility for that operation rests with the parent training center. The parent training center exercises operational control of the flight simulators, training facilities, curricula, and courseware at the satellite training center. Satellite training centers are authorized in the training specifications of the certificate holding training center.

(17) Supervised Operating Experience (SOE). Pilot-in-command (PIC) experience acquired in flight from the seat normally occupied by the PIC, while under the supervision of another PIC who is qualified and current in that aircraft type being flown.

(18) Syllabus. A syllabus is a set of subjects arranged in lesson format for delivery in a learning order sequence. It is not a part of a curriculum, but it is required for implementing a curriculum. Each syllabus must include scheduled hours, media and methods of delivery, as well as courseware.

(19) Training Program. The training program consists of curricula, courseware, facilities, flight training equipment, and personnel necessary to accomplish training objectives. It includes either core curriculum or specialty curriculum or both.

(20) Training Programs. Training centers develop training programs for each type of aircraft for which they offer training. Training programs consist of core curriculums, specialty curriculums, and supporting resources, such as flight simulators and flight training devices.

(21) Training Specifications. A Training Specification is a document issued by the Administrator to a training center certificate holder. This legally binding document prescribes the center's training, checking, and testing authorizations and limitations, and it specifies training program requirements.

2. TRAINING CENTER CONCEPT.

A. Title 14 CFR part 142 permits organizations to use flight simulators, flight training devices, and aircraft for training, testing, and checking for 14 CFR parts 61, 63, 65, 91, 121, 125, 135, and 137 operators.

NOTE: In this chapter, parts 63, 65 and 137 will not be included in every example, as they may be determined on a case-by-case basis.

B. Title 14 CFR parts 91 and 125 operators may use the core curriculum and any specialty curricula that have been approved by the TCPM for use by the training center.

C. Title 14 CFR part 121, 125, or 135 operators may contract with a training center to conduct the operator's approved program. Under this program, the operator's POI approves the training program in its entirety. Training center instructors and evaluators must qualify under the operator's training program.

D. If approved by the operator's POI, 14 CFR part 121, 125, or 135 operators may use the core curriculum as previously approved by the TCPM. In many instances the training center's core curriculum is written to meet the minimum requirements of these rules. This does not eliminate the necessity for the operator's POI to approve the core curriculum and any specialty curricula to be used by the operator. This will secure a total and comprehensive program that satisfies the applicable requirements of 14 CFR part 121, 125, or 135.

E. Through an approved program, a training center may offer 100% training and testing in flight simulation. There is no requirement for any reference to 14 CFR part 121, appendix H. Appendix H does not apply to a training center; however, a training center may present an appendix H program that is approved for a particular operator.

3. FOREIGN TRAINING CENTERS. Title 14 CFR part 142 provides that training centers may be located outside the U.S. Other than the annual re-certification process and the surveillance differences addressed below, training centers and satellites located outside the U.S. are identical to training centers in the U.S. The following identifies some of the differences

between U.S.-based or owned and foreign-based or owned training centers and satellites.

A. Certification Differences.

(1) A U.S. training center is issued a permanent certificate.

(2) A foreign training center has an annually-expiring certificate.

B. Surveillance and Investigation Differences.

(1) U.S.-located training center, satellite, and remote site surveillance and oversight are normally conducted on a daily or weekly basis.

(2) Foreign-located training center, satellite and remote surveillance and oversight are normally conducted on a monthly or quarterly basis. The reduced activities are primarily associated with the cost of travel to conduct surveillance.

(a) Re-certification. National rules of different sovereign host countries should NOT preclude surveillance and oversight. Detailed inspections conducted for an annual re-certification can be used in lieu of the higher frequency day-to-day surveillances. While more frequent or day-to-day surveillance is preferred, a combination of surveillance and re-certification can be used as a method of reissuing the foreign-based training centers certificate. Surveillance leading to investigation and/or enforcement action against a foreign training center certificated by the FAA will be handled through normal FAA enforcement processes. When warranted, complete re-certification can be required.

(b) Coordination. Situations that involve another country's pilot certificate requirement should be coordinated with the host country's civil aviation authority. A fraudulent foreign airman certificate and fraudulent training record entries are representative of situations that must be coordinated.

(c) Cost. Certification, surveillance and oversight activities are charged to the applicant for, or holder of, the foreign-based training center certificate. The regulatory requirements for recovering costs of this type are provided in 14 CFR part 187, and the fee structures are indicated in AC 187-1, Flight Standards Service Schedule of Charges Outside the United States. Foreign-based satellites are subject to these same charges.

C. Geographic Responsibilities. The Flight Standards International Field Office (IFO) has geographic responsibility over foreign training centers. U.S.-based training centers with foreign satellites may require geographical surveillance from the IFO having operational responsibilities for that country. Foreign training centers with U.S.-based satellites may require surveillance to be performed by the geographically proximate Flight Standards District Office (FSDO) or CHDO/IFO of the main foreign training center. They may be called upon to conduct part or all of the satellite training center surveillance. This must be coordinated between the CHDO/IFO and the FSDO. To date, oversight responsibility for foreign training centers is located in the geographic areas of the New York, San Francisco, Dallas Fort Worth, Miami, Singapore, and Houston IFOs and the Seattle, Rochester, and Albany FSDOs.

4. SATELLITE TRAINING CENTERS.

A. Title 14 CFR part 142 provides that a training center certificate holder may establish one or more satellites to provide essentially all the services of the training center. Not all management positions and recordkeeping facilities have to be duplicated, however; the operational control of the satellite remains with the certificate holding training center/ parent training center. Essential requirements such as the exclusive use of flight simulators and facilities must be maintained at the satellite. A satellite's authority to operate is given through the parent company's training specifications. Removal of the satellite from the specifications does not normally affect the parent company's authority to operate. However, if the parent training center's certificate is removed, the authority to operate is also removed from the satellite.

B. Training Specifications for any training center with a satellite must be specific as to which records are held at the satellite and which are in the main training center. Training Specifications will be issued listing the satellite training center. The FAA expects surveillance of this area to be an item of special interest.

C. There are four combinations of training centers and their satellites:

(1) U. S. Satellite of a U.S. Training Center. The U.S.-based parent training center company holds the training center certificate, and the U.S.-based satellite is listed on the training specifications of the certificate holder's training center. This is the most typical scenario for a satellite training center.

(2) U. S. Satellite of a Foreign Training Center. The foreign-based parent training center company holds the training center certificate, and a U.S.-based satellite training center is listed on the training specifications of that foreign training center's certificate. A foreign aircraft manufacturer would be the most likely candidate for this arrangement. To date, however, foreign manufacturers have elected to hold a U.S. training center certificate rather than operate as satellite center within the U.S. The inspection and oversight of this satellite would be no different than that of a U.S. training center or satellite. The foreign-based parent training center, however, would have an annually-expiring FAA certificate. Thus, the satellite training center in the U.S. is concurrently subject to the annual re-issuance of the parent training center companies certificate.

(3) Foreign Satellite of a U.S. Training Center. The U.S.-based parent training center company holds a permanent training center certificate, and the foreign-based satellite is listed on the training specifications of that training center's certificate. The appropriate IFO normally conducts surveillance and oversight of the foreign satellite on a quarterly basis. Depending on the severity, an adverse action against the U.S.-based training center certificate holder can effect the foreign satellite's ability to continue operations. Action against the foreign satellite could result in removal of the satellite from the training specification, but this would not necessarily effect the parent training center's operation.

(4) Foreign Satellite of a Foreign Training Center. The foreign training center certificate is reissued annually, and as it derives its operating authority from the training specifications of the foreign parent company's training certificate, the foreign satellite is reissued concurrently with its parent company certificate. The re-issuance of the foreign satellite authority to operate is therefore dependent upon the outcome of the normal surveillance and oversight of both the satellite and the foreign training center.

5. REMOTE TRAINING SITES. A remote training site is characterized by its temporary nature. It is distinguished by the fact that it utilizes facilities, such as simulators or classrooms, which are not under the operational control of the certificate holding training center. The management, staffing, training curricula, and courseware, however, are all provided by the certificate holding training center and remain under the control of the parent training center. Remote training centers are authorized in the training specifications of the certificate holding training center.

6. LEAD TRAINING CENTERS. Through the lead center concept, a parent company seeks FAA approval of one training curriculum for one aircraft type, same category of training (e.g., ATP or initial type rating). It allows a training center company to receive approval on a specific curriculum that will be used at more than one of these centers. The following are examples of curricula that can be approved through the lead center concept:

- FAA airman certification
- Rating
- PIC and Second-in-Command (SIC) proficiency checks
- SIC qualification
- Category II
- Category III qualification

7. TRAINING CENTER PROGRAM MANAGER (TCPM) CONCEPT.

A. The FAA CHDO will assign a TCPM to each training center. Each TCPM has oversight responsibility for the training center and is responsible for overall FAA technical administration, certification, surveillance, and investigations. A TCPM or Training Center Partial Program Manager (TCPPM) will not be required to be current in more than two aircraft types, IAW other guidelines. The CHDO will likely consider the assignment of a TCPPM for the particular aircraft type when:

(1) A TCPM's duties exceed 70 percent of the TCPM's available time; or

(2) The complexity of the training center is such that the TCPM could not reasonably be qualified on all the aircraft training programs.

B. General. The TCPM is the primary FAA focal point for relations with training centers and is responsible for coordinating FAA activity at training centers, satellites, and remote training sites. The TCPM serves as the primary operations interface between the training center, its training center evaluators (TCE), ground/flight instructors, and the FAA. The TCPM's role is to ensure that the training conducted by the center, its personnel, and facilities meets regulatory standards and complies with established policy and guidance. For air carrier clients,

the TCPM must coordinate training matters with the POI whose operator is contracting with the training center. The TCPM also must coordinate with training center management regarding regulatory changes, FAA policy matters, and updated training requirements as needed.

C. Geographic Role. The TCPM can function as a geographic resource for the POI of a training center's air carrier client. Surveillance of this type is determined through mutual agreement between the POI and TCPM. Exceptions would be those activities that guidance indicates the POI will personally conduct or oversee.

D. Coordination of TCPMs and POIs for Program Approvals.

(1) The TCPM is responsible for surveillance of all training conducted under core and specialty curriculums by the training center.

(2) The TCPM is responsible for granting approval, in coordination with the concurrence of the National Training Center Program Manager, for the use of the core curriculum.

(3) The TCPM will approve specialty curriculums that are developed by training centers.

(4) The air carrier makes the decision to pursue the use of a training center's core or specialty curriculums. The operator's POI is authorized to require the operator to modify its curriculums. The POI is responsible for granting operator approval for use of the training center's approved curriculum.

(5) The TCPM should encourage the training center to offer a generic 14 CFR part 142 program that can also meet the requirements of 14 CFR part 121/135, to the operator. This will be done, however, with the understanding that it may or may not meet the specific needs of a particular operator. The operator's POI is responsible for ensuring that all required training is provided by the operator, even if not covered by the training center's core or specialty curriculum. The operator may accomplish training in-house or through contract with a training center. When the operator contracts with a training center to provide operator-specific training, the operator's POI must review and approve this training. The POI shall coordinate with the TCPM for surveillance of this training.

E. TCPM Surveillance Responsibilities.

(1) Develop and conduct a surveillance program for all training center activities.

(2) Coordinate and conduct various surveillance and certification activities, as appropriate, with other FSDO inspectors.

(3) Determine through surveillance and investigation that the training center is adequately staffed with appropriately qualified instructors and TCEs.

(4) Monitor TCEs to determine adequacy and quality of approved training programs as well as the quality of checking and testing.

(5) Review flight training equipment discrepancy logs as required by 14 CFR § 142.59 to assure compliance with qualification standards and approval privileges.

(6) Monitor flight crew training programs conducted by the training center to ensure compliance with 14 CFR, handbook guidance, and policy.

F. TCPM Certification Responsibilities.

(1) Conduct practical tests for the issuance of airman certificates and ratings.

(2) Conduct reexamination of certificated airmen when it is determined that they do not meet the minimum standards required for the certificate they hold.

(3) Initiate and/or assist in the emergency suspension of airmen certificates.

(4) Conduct enforcement investigations and prepare final reports in those cases requiring legal disposition.

(5) Provide technical assistance to legal counsel, give depositions, and testify at court trials and formal hearings.

(6) Review, recommend necessary changes, and approve training center certificate applications, training center curriculum and associated revisions.

(7) Recommend amendments to previously approved programs to eliminate unsafe practices, or improve the efficacy of instruction.

(8) Evaluate methods and plans for any necessary corrective actions, and conduct follow-up inspections to insure that appropriate action was taken.

G. TCPM Oversight of TCE Responsibilities.

(1) Approves the designation of TCEs for types of aircraft and simulators operated by the training center.

(2) Train and examine TCEs for initial designation, re-certification and standardization as necessary.

(3) Monitor TCEs during the conduct of airman certification and recurring evaluations to ensure strict compliance with established standards.

(4) Attends standardization meeting, as required in the Memorandum of Understanding.

H. TCPM Simulation Evaluation Responsibilities.

(1) Review applications for initial or upgrade evaluation of flight simulators, according to the Qualification Test Guide.

(a) Forward the qualification test guide to the NSP after determining compliance with the guidance in the appropriate AC and the compatibility with the approved or submitted training program submitted.

(b) Conduct hands-on evaluation of flight training devices to determine that they continue to meet original specifications IAW guidance provided in the appropriate AC.

(c) Review and approve simulator inoperative component guides.

(2) Review training center discrepancy logs for deficiencies that would affect the capabilities of the flight training equipment.

(3) Subsequent to qualification by the NSP, approve flight simulators and flight training devices for each maneuver, procedure, crewmember function, circling approach, and runway scene to be used in an approved training program.

(4) Assist the NSP in initial and recurring qualifications of flight simulators and selected flight training devices.

(5) Notify the NSP of any discrepancies requiring immediate evaluation beyond the technical capability of the TCPM or TCPPM.

I. TCPM Technical Oversight of Assigned TCPPMs.

(1) The TCPM maintains technical oversight of TCPPMs' duties (listed in subparagraph D) who are assigned responsibility for one or more specific aircraft training programs conducted by a training center.

NOTE: TCPPMs are limited to oversight duties on two aircraft which require type ratings.

(2) TCPPM duties include the following:

(a) Conduct all the TCPM functions as assigned by the TCPM. Particular emphasis is placed on the types of aircraft in which the TCPPM is rated and remains current.

(b) Coordinate with the TCPM and training center management regarding FAA policy, updated training requirements, and any necessary changes to regulatory requirements. Particular emphasis is placed on the types of aircraft in which the TCPPM is rated and remains current.

(c) Review and submit training curricula for assigned aircraft and associated revisions, with recommendations.

(d) Conduct a surveillance program for all training center activities within the assigned aircraft program.

SECTION 2. DEVIATIONS AND WAIVERS

1. GENERAL. An applicant may request a deviation or waiver from some of the requirements of 14 CFR part 142. Relief from other sections may be extended only through an exemption. Headquarters will make a decision about which sections would require an exemption. When requesting a deviation or waiver, the training center applicant must provide the TCPM with information that shows: (PTRS codes: 1242, 1243, and 1801).

A. Justification for the deviation or waiver.

B. Deviation or waiver will not adversely affect the quality of instruction or evaluation.

2. DEVIATIONS TO THE TRAINING CENTER INSTRUCTOR REQUIREMENTS OF 14 CFR SECTION 142.53(b).

A. As a result of the September 11, 2001, terrorist attack on our nation, security directives and airline management have restricted access to the cockpit. This has had a significant impact on the ability of some training center instructors to meet the in-flight observation flight requirements of section 142.53(b), the commonly used method of maintaining instructor currency. To provide immediate relief, Training Center Program Managers (TCPM) were advised to exercise the deviation authority granted to them under 14 CFR section 142.9. Flight Standards Information Bulletin for General Aviation (FSGA) 01-03, Preparation Standard for 14 CFR Section 142.53(b), provided the guidance for administering that relief. Through that guidance in this bulletin, deviations were granted. During the effective period of FSGA 01-03, TCPM carefully reviewed center needs and granted deviations only when necessary. They were also asked to provide feedback as to the nature and extent of the difficulties experienced by the various centers in meeting the regulatory requirement. To date, insufficient information has been provided to warrant rule changing efforts that could include, as a fourth option to section 142.53(b), the ability to meet currency requirements through an alternate means. This guidance will extend deviation authority and allow for the collection of data that will determine if there is sufficient justification for rule change.

B. Training centers that are not experiencing instructor currency difficulties are expected to continue operations as they have in the past without seeking deviation authority. Only those that provide justification determined appropriate by TCPM should be granted deviation authority.

C. When Issuing a Deviation to 14 CFR Section 142.53(b).

(1) Figure 148-2 is a sample deviation intended to be extended indefinitely or until the rule is changed. It is expected that during this time period, changes in the environment will take place that will need consideration. During this period, we ask that you monitor and report the effect of the deviation in relation to the changing environment. The feedback you provide will determine if there is sufficient justification for rule change. When initiating a deviation, the following must be provided to the National TCPM (NTCPM):

(a) List the training center name and certificate-holding district office.

(b) Estimate, by training center, the average number of instructors employed, and the type of training predominately being conducted (i.e., operators under part 91, 20%; part 135, 50%; part 121, 30%).

(c) If observation flights are denied, document the operator contacted and the reason for the denial.

(d) Within 30 days of administering the deviation, submit the above to the NTCPM for review.

(2) TCPMs should not change the standard language provided in Figure 148-2 for the deviation without advising NTCPM of the nature and reason for the change. This will ensure that all operators are held to the same standard and will provide feedback that will enhance the deviation language.

FIGURE 148-1
ACRONYMS APPLICABLE TO TRAINING CENTER GUIDANCE

AC	Advisory Circular
AFM	Approved Flight Manual
AQP	Advanced Qualification Program
ASI	aviation safety inspector
ATC	Air Traffic Control
ATP	Airline Transport Pilot
CDL	Configuration Deviation List
CFR	Code of Federal Regulations
CHDO	certificate-holding district office
CPM	Certification Project Manager
CRM	Crew Resource Management
DBA	doing business as
DH	Decision Height
FAA	Federal Aviation Administration
FTD	Flight Training Device
FSB	Flight Standardization Board
FSDO	Flight Standards District Office
IFR	Instrument Flight Rules
ILS	Instrument Landing System
LOE	Line-Operational Evaluation
LOFT	Line-Oriented Flight Training
LOS	Line-Operational Simulation
MDA	Minimum Decision Altitude
MEL	Minimal Equipment List
MOU	Memorandum of Understanding
NTCPM	National Training Center Program Manager
NSP	National Simulator Program
PASI	Preapplication Statement of Intent
PIC	Pilot-in-Command
POI	principal operations inspector
POM	Pilot Operating Manual
PPM	Partial Program Manager
PTRS	Program Tracking and Reporting Subsystem
PTS	practical test standards
SCIG	Simulator Component Inoperative Guide
SFAR	Special Federal Aviation Regulation
SIC	Second-in-Command
SOE	Supervised Operating Experience
SPOT	Special Purpose Operational Training
SVT	Single-Visit Training
TBD	to be developed
TCPM	Training Center Program Manager
TCPPM	Training Partial Program Manager
USC	United States Code
VFR	Visual Flight Rules
VIS	Vital Information Subsystem

FIGURE 148-2
SAMPLE DEVIATION

Deviation to the line-observation requirement of 14 CFR §142.53(b)(2) and the in-flight observation requirement of 14 CFR § 142.53(b)(3), to allow *(Training Center Name)* instructors to satisfy the requirements of those sections by the accomplishment of an approved line-oriented flight training in addition to and separate from that required by 14 CFR § 142.53(b)(2)(ii) or (3)(ii), is granted. The additional line-oriented flight training used to satisfy the requirements under this deviation must be performed in a simulator representative of the type of aircraft in which instruction will be given. It must include scenario-based simulation of routine flight between at least two different airports, preflight planning, flight segment(s) of at least two (2) hours, and debriefing.

[THIS PAGE INTENTIONALLY LEFT BLANK]

CHAPTER 149. CONDUCT INITIAL CERTIFICATION OF A TRAINING CENTER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES: 1240, 1242, 1243, and 1260.

2. OBJECTIVE. The objective of this task is to determine whether an applicant for certification of a training center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142 meets the requirements for issuance of a training center certificate. Successful completion of this task results in the issuance, renewal (foreign training center only), or denial of a training center certificate and Training Specifications.

3. GENERAL. Before beginning the certification process, inspectors should review:

A. Air Transportation Handbook Bulletin (HBAT) 97-06, Use of the Gate System during the Initial Certification of Part 121 Air Carriers;

B. Definitions in Order 8700.1, General Aviation Operations Inspectors Handbook, volume 2, chapter 148, Introduction to Part 142 Related Tasks;

C. Advisory circulars (AC) 120-40, Airplane Simulator Qualification, AC 120-45, Airplane Flight Training Device Qualification, and AC 120-63, Helicopter Simulator Qualification;

D. FAA Order 8710.3, Pilot Examiner's Handbook;

E. Operation Specification Subsystem (OPSS) User's Manual and OPSS Web Site (www.opspecs.com); and

F. Vital Information Subsystem Manual, chapter 8.

G. Flow charts in Figure 149-1.

4. CERTIFICATION PROCESS FOR TRAINING CENTERS.

A. General.

(1) Certification of a training center follows a five-phase general process for approval or acceptance, as shown in Figure 149-1 and described in FAA Order 8400.10, volume 2. The five phases are integrated with the gate concept that is described in HBAT 97-06, which will be incorporated into FAA Order 8400.10, volume 2, chapter 1, section 1, paragraph 3. Each phase is described separately below.

(2) The FAA instituted the gate concept to ensure that an applicant's programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The gate concept requires that the applicant complete specific items before continuing the process into another phase and evaluation of other specific events. It was designed to ensure continuity between phases of the certification process.

(3) Once completed, the gate process provides reasonable assurance that the applicant's infrastructure (programs, methods, and systems) will result in continued compliance after certification. The basic steps of this process must be followed. Each phase, however, may be adjusted to accommodate existing circumstances.

(4) Figure 149-1 is a flow chart that describes the steps of the certification process and shows gates at appropriate places in the activity flow.

B. The Five Phase Certification Process.

(1) Phase One - Pre-application (Gate I applies).

(a) The FAA will arrange a pre-application meeting for persons who intend to apply for a certificate.

(b) Applicants must accomplish the following before applying:

i. Become familiar with 14 CFR part 142 to ensure that the proposed training center meets or will meet all requirements for certification.

ii. Submit the pre-application letter of intent described below and all subsequent written material in the English language.

iii. Submit a pre-application letter of intent which includes at least the following information (Figure 149-2):

1. Business name, mailing address, and telephone number of the applicant.

2. Proposed starting date and schedule of events.

3. Proposed management personnel by name and title.

4. Proposed training courses.

5. Flight training equipment.

6. Proposed location of all of the following:

7. Training centers.

8. Satellite training centers.

9. Remote training sites.

*10.*Training records.

*11.*Additional information that provides a better understanding of the proposed.

(c) Gate I requirements.

i. Complete preliminary discussion with the potential applicant. From these discussions, the FAA will make a preliminary determination as to whether the potential applicant is qualified and intends to pursue certification. The FAA normally will not engage in evaluation until after that applicant has reviewed the appropriate regulations and references and considered the following: personnel, facility equipment, aircraft, and paperwork requirements for certification and operations.

ii. The applicant declares its intention to proceed with an application.

iii. The applicant submits pre-application letter of intent.

iv. The certifying Flight Standards district office (FSDO) reviews and accept the pre-application letter of intent.

v. The FSDO will ascertain that the proposed operation is consistent with the regulatory requirements of 14 CFR part 142.

vi. The applicant shall submit a proposed schedule of events to the FSDO. This schedule of events is used as a preliminary planning tool for the applicant and FAA.

(2) Phase Two - Formal Application (Gate II applies).

(a) Applicants must apply by submitting a formal letter of application to the FAA FSDO that has jurisdiction over the area in which the applicant's principal business office is located (Figure 149-3). The letter and attachments must contain the following information:

i. Business name, mailing address, and telephone number.

ii. Formal Schedule of Events.

iii. Updated starting date. (See Other Required Information, below.)

iv. Management qualifications must be stated in explicit terms. A statement will be included acknowledging that the applicant shall notify the FAA within 10 working days of any change made in the management positions.

v. Proposed authorization for evaluators.

vi. A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.

vii. The training program curricula, courseware, procedures, and any other supporting documentation.

viii. Proposed instructor training program curricula, courseware, procedures, and any other supporting documentation.

ix. A description of a recordkeeping system that will identify and document the details of training and the qualifications and certification of students, instructors, and evaluators.

x. If the applicant proposes to provide training for certificate or rating in fewer than the minimum hours prescribed in 14 CFR part 61, a method of demonstrating qualification and ability to provide training must be submitted.

(b) Applicants must submit the application at least 120 days before the beginning of any proposed training unless the FSDO approves a shorter filing period.

(c) The following signatures are required on a completed formal application letter:

i. An application from an individual must be signed by that individual.

ii. An application from a partnership must be signed by all partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner.

iii. An application from a corporation must be signed by the corporate secretary, by the president or officer(s) authorized by the corporation, and by any other designated official of the corporation, who should attest to the individual's authority to sign such a document.

iv. An application from a partnership, club, or association must be signed by the president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary.

v. The equivalent of the positions listed in the above subparagraphs as determined by the certificating FAA office for training centers located outside the U.S.

(d) Other required information.

i. The applicant must submit a copy of a purchase contract or adequate lease of flight training equipment, to substantiate that it has exclusive use of all simulation media for periods of time adequate to conduct all training and testing proposed in the training plan.

ii. Before passing the gate to the next phase of certification, the applicant must submit a formal schedule of events that includes the estimate of the date the item, activity, program, aircraft, or facility acquisitions that will be accomplished or ready for inspection. This schedule must be constructed in a logical and sequential manner, and it must provide for a reasonable amount of time between events for the FAA to review and accept or approve each item or event without disrupting the flow of other scheduled events.

(e) Gate II requirements.

i. Submission of a formal schedule of events to the certifying FSDO.

ii. Submission of initial and instructor training curriculums. The FAA recognizes that aircraft, facility arrangements, and some training program elements may not be fully developed at the time of formal application. However, the applicant must annotate the date in the formal schedule when all components of the training programs will be submitted.

iii. If it becomes apparent that the applicant will not be able to prepare an acceptable formal application, the FSDO will advise the applicant that the FAA is ceasing any further efforts to certificate the applicant.

(3) Phase Three - Document Compliance.

(a) The certificate holding district office (CHDO) will review the documents that the applicant has submitted to ensure compliance with regulatory requirements, policy, and other guidance material. The review will include the following areas:

i. Management Personnel.

1. The training center applicant shall employ sufficient qualified and competent management personnel to perform the duties to which they are assigned.

2. The applicant must provide resumes for proposed management personnel. This must include the individual's name and address, as well as the individual's qualifications and airman certificate number, certificates and ratings, and compliance history. Medical certificate information must also be provided if it is appropriate to the position assigned.

3. A person whose employment or contribution materially to the revocation, suspension, or termination of that certificate within the previous 5 years should not manage, be in control of, or have substantial ownership of a training center.

4. Persons who conduct training or an evaluation of a student must be able to read, write, understand, and fluently speak the English language.

ii. Evaluators. Detailed guidance for appointment of evaluators is in Order 8700.1, volume 2, chapter 152.

iii. Instructors.

1. Must meet the eligibility requirements of 14 CFR § 142.47.

2. Must complete the training prescribed by 14 CFR § 142.53.

3. All individuals that instruct or check under part 121 or 135 must meet the eligibility and qualification requirements of those parts.

iv. Required Documents. Each applicant must present the following documents for review and approval:

1. Copies of the leases, agreements, and contracts, if any, to show compliance with the exclusive use of equipment requirements of 14 CFR § 142.15. If the Training Center Program Manager

(TCPM) determines that it is necessary, he or she may ask the General Counsel's office to review any of these documents to determine if the intent of the exclusive use requirement is met. (PTRS code: 1395.)

2. If a training agreement exists with a 14 CFR part 141 certificated pilot school to provide training, testing or checking for a training center, a copy of that training agreement must be provided. Each training agreement should meet the requirements of 14 CFR §§ 141.26 and § 142.33. (PTRS codes: 1395.)

(b) Approved Program for Maintenance and Inspection of Aircraft, if any. Each certificate holder must ensure that aircraft used to provide training under 14 CFR part 142 are maintained and inspected in accordance with (IAW) 14 CFR part 91, subpart E (or foreign equivalent), and/or an approved program for maintenance and inspection. The FAA may assign an aviation safety inspector (airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection.

i. A minimum equipment list (MEL) if the applicant seeks relief under a MEL for aircraft that the training center owns or leases. MELs are not a certification requirement of 14 CFR part 142. (PTRS code: 1372.)

ii. A simulator component inoperative guide (SCIG) if a SCIG is to be used. SCIGs are not a certification requirement of 14 CFR part 142. (PTRS code 1372.)

1. Flight Simulators and Flight Training Devices (FTD). Documentation to show qualification by the National Simulator Team (AFS-205) or showing request for such evaluation and qualification. See details for inspection and demonstration under the next phase and under the same phase in section 2. (PTRS code: 1351.)

2. Training Program. The FAA will review and approve curriculums, and review for acceptance or non-acceptance associated syllabi, and related courseware in this phase. Chapter 150 provides detailed guidance on training program evaluation for approval and acceptance. The TCPM will follow the general process for review and format that is found in FAA Order 8400.10, volume 3, chapter 2. Additionally, in the case of the submission of a core curriculum by a new center, the TCPM shall coordinate with and get concurrence from AFS-840, Certification Branch, for approval of each core curriculum. The review will include the following PTRS codes: 1366, 1368, 1369, 1370, 1377, and 1378.

(aa) Core Curriculum. The TCPM will review the curriculum for format and content. See chapter 150 for detailed guidance on curriculum requirements. To indicate approval, the TCPM will stamp the List of Effective Pages page of the curriculum FAA-approved and affix an original signature, title, and date if the applicant presents such a page. If it does not, the TCPM will stamp each page FAA-approved and affix an original signature, title, and date.

(bb) Specialty Curriculum. The TCPM will review the curriculum for format and content. See chapter 150 for detailed guidance on curriculum requirements. To indicate approval, the TCPM will stamp the List of Effective Pages page of the curriculum FAA-approved and affix an original signature, title, and date if the applicant presents such a page. If it does not, the TCPM will stamp each page FAA-approved and affix an original signature, title, and date.

(cc) Courseware. Most courseware is accepted by the FAA rather than FAA-approved. Checklists not prepared by the manufacturer must be accepted by the FAA. Pictorial means of preflight inspection courseware must be approved. See chapter 150 for detailed guidance on courseware requirements.

iii. Deviations and Waivers. Paragraph material is deleted and moved to chapter 148, section 2, paragraph 1.

iv. Training Records. Training records must document training, qualification, and currency. Each certificate holder must keep records at the applicable training center or satellite training center, or other place approved by the FAA, and must provide those records to the FAA upon request or at a reasonable time. The FAA may use the following information to determine training record system adequacy. (PTRS code: 1334.)

1. See 14 CFR § 142.73(a) for a checklist of trainee record requirements.

2. Training centers are required to maintain a record, including medical, of all trainees enrolled in a course. Although there are some instances, such as student completing a curriculum entirely in simulation, when a medical certificate is not required. Many operators use the training file to meet 14 CFR part 135 or 121 requirements.

3. See 14 CFR § 142.73(b) for a checklist of instructor record requirements.

4. For training centers conducting an air carrier training program under a contract with an air carrier, the certificate holder must retain records containing the following information for at least 1 year after the completion of training:

(aa) Name and identifier of the air carrier.

(bb) Name and airman certificate number of the trainee.

(cc) Name and airman certificate number of the evaluator.

(dd) Dates and results of training, checking, and testing.

(4) Phase Four - Demonstration and Inspection (Gate III applies).

(a) The FAA will conduct inspections to determine a training center's compliance with, or eligibility under, the U.S. Transportation Laws, Title 49 of the United States Code (49 U.S.C.), and the regulations. Each certificate holder must allow the Administrator to inspect training center facilities, equipment, and records at any reasonable time and place. All inspections must be conducted at a reasonable time and in a reasonable place. The CHDO should inspect those proposed training centers or satellite training centers within their area of geographic responsibility. For other inspections, the CHDO should request the services of the FSDO with geographic responsibility over the areas where the satellite training centers, equipment, or remote sites are located.

(b) The FAA will include the following specific requirements during the inspections. (PTRS codes: 1334, 1351, 1371, 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662, and 1673.)

i. Facilities and Equipment Described in an Applicant's Formal Application Letter. The purpose of these inspections is to ensure that the facilities and equipment are represented by the applicant and that they meet the certification requirements of the regulations. (PTRS codes: 1371, 1640, and 1647.)

ii. Automated Recordkeeping Systems Proposed by the Applicant. Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for specific guidance. The FAA will authorize the use of an automated recordkeeping system in the Training Specifications. (PTRS code: 1334.)

iii. Qualification and Approval of FTDs and Flight Simulators. Inspect each flight simulator or FTD used for training, checking, testing, or recency of experience under part 142 for qualification and approval. (PTRS codes: 1351, 1630, 1654.)

1. The National Simulator Program Manager (NSPM) will qualify all Levels 6 and 7 FTDs and flight simulators. It will qualify training devices IAW the procedures and criteria contained in AC 120-45. It will qualify airplane flight simulators IAW the procedures and criteria contained in AC 120-40, and rotorcraft simulators and rotorcraft FTDs IAW AC 120-63.

2. The NSPM will be responsible for the initial evaluation of FTDs, Levels 2 through 5, but may delegate this responsibility to the FSDO as necessary. TCPMs will qualify and approve, for their intended use, FTDs Levels 2 through 5 IAW the procedures and criteria contained in AC 120-45A. FAA Order 8700.1, volume 2, chapter 34 provides guidance for the approval and use of FTDs.

3. Level 1 FTDs. A device used for flight training, testing, or checking that is determined acceptable to or approved by the Administrator prior to August 1, 1996, which can be shown to function as originally designed, is considered to be a Level 1 FTD, if used for the same purposes for which it was originally accepted or approved and only to the extent of such acceptance or approval. Only those devices that have been issued a letter authorizing use by the FAA General Aviation and Commercial Division, AFS-800 (or its predecessor offices) may be considered Level 1 FTDs. Specific authority for the continued use of Level 1 FTDs is provided by 14 CFR § 61.4(b), and the reporting requirements regarding such use is contained in FAA Order 8700.1, volume 2, chapter 34.

NOTE: All new FTDs manufactured or placed into service after August 6, 1996, are ineligible

for conferred status and must be evaluated, qualified, and approved under the regulations which apply at the time. The previously reserved Level 1 classification for FTDs will be used to identify those devices.

4. The TCPM approves FTDs and flight simulators for intended use in the center training programs. Each training center shall identify each Level 1 through 5 FTD by the manufacturer's serial number, unless the FAA has issued an identification number for that purpose. Levels 6 and 7 FTDs and all flight simulators shall be identified by FAA identification numbers.

5. The FAA will qualify each rotorcraft flight simulator and rotorcraft FTD IAW the procedures and criteria contained in AC 120-63.

6. Only flight simulators and FTDs that have been properly qualified by the NSPM or otherwise authorized by the Administrator may be listed in a training center's Training Specifications.

7. A training center may use a flight simulator or FTD for instruction if it is listed in the training center's approved Training Specifications and meets the flight training equipment requirements of the lesson for which it is to be used, as stated in the training center's approved curriculum.

8. A training center may offer 100% training, checking, and testing through an approved curricula in a Level C or D simulator only when that course has approved pictorial courseware for 100% training, checking, and testing curricula. The FAA must approve pictorial courseware for each curriculum in which it is to be used. See chapter 150, section 1 for pictorial courseware requirements.

9. There is no requirement for any reference to 14 CFR part 121, appendix H as a part of a 100% testing curriculum. Appendix H does not apply to a training center. However, a training center may present an appendix H program approved for a particular operator.

(c) Gate III Requirements. Gate III requirements shall be completed prior to observing an actual class for final overall approval of a training program and certification of a training center.

i. Training curricula tentatively approved, courseware tentatively accepted;

ii. Sufficient instructors and evaluators trained and designated; and

iii. Facilities evaluated and found satisfactory.

(5) Phase Five - Certification.

(a) Issuance of Certificate and Training Specifications. The CHDO will issue the FAA Form 8000-43, Training Center Certificate and Training Specifications after satisfactory completion of the previous phases (Figure 149-4). (PTRS code: 1396.) See new standardized training specs form.

i. Training Specifications are defined in chapter 148 and 14 CFR § 142.3. Training Specifications are documents issued to a training center certificate holder by the Administrator. For international located centers, all applicable 14 CFR 187-1 fees must be collected, prior to the issuance of Certificate and Training Specifications.

ii. Standard Training Specifications are available on the automated OPSS.

NOTE: Training Specifications currently use the heading Operations Specifications (OpSpec). Because they use the same heading and format, they are often referred to as Operations Specifications.

iii. Training Specifications are readily available to inspectors and potential users. Consequently, in the interest of brevity, those Training Specifications will not be repeated in this order. A sample list of Training Specifications is shown in Figure 149-5.

(b) Denial of Certification. The FAA may deny certification to an applicant if deficiencies exist. If so, the FSDO will state the reasons for certificate denial. The FSDO will make such denial in writing and will describe corrective actions that may lead to certification.

i. An applicant that has been denied certification and desires to continue to seek certification should notify the FSDO in writing when corrective action has been taken. The FSDO may require a second or subsequent inspection of training center or satellite training center facilities.

ii. After evaluation of the applicant's corrective actions, the FSDO will either approve or deny certification. If denied, state which requested changes have not been properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.

(c) Final Certification Following Training Center Acquisitions, Mergers, and Bankruptcies. The FAA will process certification following these actions IAW guidance contained in FAA Order 8400.10, volume 2, chapter 3.

[THIS PAGE INTENTIONALLY LEFT BLANK]

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Knowledge of the FAA 5-step certification process and the Gate System.

B. Knowledge of 14 CFR part 142.

C. Knowledge of 14 CFR part 187 for training centers outside the U.S.

D. Coordination with AFS-620, Aviation Data Systems Branch and AFS-800.

E. Knowledge of the automated OPSS computer program.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- HBAT 97-06, Use of the Gate System during the Initial Certification of Part 121 Air Carriers
- Title 14 CFR part 142, Training Centers
- Title 14 CFR part 187, Fees
- Automated Operations Specifications Subsystem (OPSS)
- AC 120-40, Airplane Simulator Qualification
- AC 120-45, Airplane Flight Training Device Qualification
- AC 120-63, Helicopter Simulator Qualification

B. Forms

- See the OPSS for templates for each Training Specification

C. Job Aids

- Sample figures

3. PROCEDURES.

NOTE: For certification of parent training centers, inspectors should see volume 2, chapter 2, of FAA Order 8400.10 for information on precertification number, final certificate number, and elements of a certificate number. If any area in any phase is deficient, discontinue the certification process and advise the applicant, in writing, of the deficiencies. When the applicant has taken appropriate corrective action, continue the process.

A. PTRS. Upon receipt of a pre-application letter of intent from an applicant, contact AFS-620 to obtain a precertification designator. Open a Vital Information Subsystem (VIS) file for the training center. The VIS will auto-generate a PTRS record.

B. Pre-application Phase.

(1) Schedule a pre-application meeting and prepare a certification package for the applicant, consisting of appropriate reference material.

(2) During the pre-application meeting advise the applicant of the following:

(a) Gate concept and requirements, as described in section 1;

(b) Requirements for a schedule of events;

(c) Elements of the formal application;

(d) Submit the documents required for formal application as far in advance as possible;

(e) Submit all written material in the English language; and

(f) A statement of compliance must be submitted.

(3) Determine if the applicant proposes to locate a training center outside the U.S. If so, consult part 187 and coordinate with AFS-800 about this site. Note that the fees that are established in part 187 are mandatory and not discretionary. Also remind the applicant that a certificate for a training center outside the U.S. will expire each year, and the applicant must be re-certificated each year in order to continue operations. Re-certification is the process used to make up for the reduced surveillance. Although it may be abbreviated in some phases, it will be more extensive in areas such as recordkeeping.

(4) Apply Gate I requirements before proceeding to the formal application phase.

C. Formal Application Phase. Ensure that the application contains at least the documents listed below. If the formal application package is complete,

continue the process. If the package does not comply with regulatory requirements and handbook guidance, return the materials to the applicant with the discrepancies noted.

(1) Formal Application Letter (Figure 149-3).

(a) Determine if the FSDO has jurisdiction over the area in which the applicant's principal business office is to be located. If not, have management refer the applicant, in writing, to that FSDO.

(b) Ensure that the letter and attachments contain the following information:

i. Business name, mailing address, and telephone number.

ii. Starting date (if revised since the pre-application statement of intent) and formal schedule of events.

iii. Management personnel and qualifications, including a statement acknowledging that the applicant shall notify the FAA within 10 working days of any change made in the management positions.

iv. Proposed authorization for evaluators.

v. A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.

vi. The training program curricula, courseware, and any other supporting documentation.

vii. Proposed instructor training program curricula, courseware, and any other supporting documentation.

viii. A description of a recordkeeping system that will identify and document the details of training, qualification, and certification of students, instructors, and evaluators.

ix. The method of demonstrating qualification and ability to provide training for a certificate or rating in fewer than the minimum hours prescribed in part 61, if the applicant proposes to do so.

x. If the applicant does not file the application letter at least 120 days before the beginning of any proposed training, have the office management determine if the time remaining is realistic. If the FSDO disapproves a shorter filing period inform the applicant of the 120 day minimum time before the planned date of training.

xi. Ensure that a signature from one of the following persons are on the formal application letter:

1. The proper individual, if the application is from an individual.

2. All partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner for an application from a partnership.

3. The president, or such other officers as authorized by the corporation, and by the corporate secretary, or another designated official of the corporation, who should attest to the individual's authority to sign such a document for an application from a corporation.

4. The president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary for an application from a company, club, or association.

5. The equivalent of the positions listed in subparagraphs above for training centers located outside of the U.S., as determined by office management, with consultation in Office of the Chief Counsel (AGC) if needed.

(2) Management Personnel Resumes. Use the detailed guidance for evaluation found in the next phase.

(3) Training Programs. Use the detailed guidance for evaluation found in the next phase.

(4) Purchase contract or adequate lease of flight training equipment. Use the detailed guidance for evaluation found in the next phase.

(5) Proposed Evaluation Authorizations. Verify that the applicant addresses adequate numbers of qualified candidates for Training Center Evaluator (TCE), with authorizations appropriate for the training courses to be conducted, in order to comply with the provisions of 14 CFR § 142.13(b).

(6) Facility and Equipment Descriptions. Use the detailed guidance contained in the Demonstration and Inspection phase.

(7) Recordkeeping System.

(a) Evaluate proposed records forms to determine if they capture all the information required by 14 CFR § 142.73 and the prerequisite for course entry as detailed in chapter 150.

(b) Examine automated recordkeeping systems, including forms, if they are proposed by the applicant.

(c) Evaluate the records, archives, facilities, and backup plans for electronic records.

(d) Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for additional guidance.

(e) Authorize the use of an automated recordkeeping system in Training Specification A025.

(8) Quality Control Measures. TBD.

(9) Training Agreements. Use the detailed guidance for evaluation found in the next phase.

(10) Approved Program for Maintenance and Inspection of Aircraft (if any). Use the detailed guidance for evaluation found in the next phase.

D. Document Compliance Phase. Review and evaluate the documents listed below. If the documents comply with regulatory requirements and handbook guidance, continue the certification process. If not, return the documents to the applicant with discrepancies noted. Exercise discretion in deviating from the requirements of this phase and the next phase if the applicant's previous experience in training centers or similar qualification indicates that a specific certification step is not required.

(1) Management Personnel Resumes.

(a) Ensure that the resumes provided outline the proposed management qualifications and compliance histories. They must also include the individual's name, address, airman certificate number, certificates and ratings held. If applicable, the medical certificate qualification information must also be included.

(b) Evaluate to determine that each applicant for, and holder of, a training center certificate does or will employ a sufficient number of management personnel who are qualified and competent to perform the duties to which they are assigned.

(c) Ensure that the resumes do not list or propose for management, control, or substantial ownership any person whose employment or control materially contributed to the revocation, suspension, or termination of an FAA issued operating certificate within the previous 5 years.

(d) Include management personnel on Training Specifications A006 and A007.

(2) Training Programs. See chapter 150 for the requirements of, and methodology for evaluation of the training program and its components.

(3) Minimum Equipment Lists and Simulator Component Inoperative Guides.

(a) Determine that these meet the requirements of MELs for aircraft published elsewhere and in the following paragraphs. (PTRS code: 1373.)

(b) Determine that SCIGs, if any, are approved or that if there are none, that the applicant acknowledges the provisions of 14 CFR § 142.59(d). (PTRS code 1373.)

(c) Include MEL authorization(s) in Training Specifications D095.

(d) Include SCIG authorization(s) in Training Specifications D096.

(4) Lease and Contract Agreements.

(a) Determine that these show exclusive use of all simulation media for periods of time adequate to conduct all training and testing proposed in the training plan. (PTRS code: 1335.)

(b) If necessary, request the Assistant General Counsel to review any of these documents to determine if the intent of the requirement is met.

(c) Do not inspect leases for other facilities, such as classrooms, offices, hangars, or ramps.

(d) Do not inspect contracts with air carrier clients or other clients; such an inspection is a TCPM function only to the extent of checking truthful advertising and to determine details of responsibilities as a resource for clients' principle operations inspectors (POI).

(5) Training Agreements. If a pilot school certificated under 14 CFR part 141 is to provide training, checking, or testing for a training center applicant, check that this agreement meets the requirements of 14 CFR §§ 141.26 and 142.33. Determine that the agreement provides:

(a) The training, checking and testing provided by the certificated pilot school is approved and conducted IAW 14 CFR part 142;

(b) A pilot school certificated under 14 CFR part 141 obtains FAA approval for a training course

outline that includes the portion of the training, testing, or checking to be conducted under 14 CFR part 141;

(c) That upon completion of training, checking, or testing conducted under 14 CFR part 141, each participating pilot school forwards, to the training center, a copy of each student's training record, which will become a part of the student's permanent training record;

(d) The training center's curriculum establishes the basis for granting credit from a participating 14 CFR part 141 pilot school; and

(e) The 14 CFR part 141 pilot school or schools that are part of a training agreement are authorized in Training Specifications A031 and B031.

NOTE: There is no provision for transfer of students between part 142 training centers, except those students enrolled in programs approved under the processes of chapter 151 of this order.

(6) Approved Program for Maintenance and Inspection of Aircraft (if any).

(a) Ensure that aircraft to be provided for training are maintained and inspected IAW 14 CFR part 91, subpart E (or foreign equivalent), and/or an approved program for maintenance and inspection. Consult an ASI (airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection.

(b) Include the aircraft inspection program in Training Specifications D073. Include authorized aircraft in Training Specifications A003.

(c) Review and approve MELs for aircraft that the training center owns or leases if the applicant seeks such an approval. Note that MELs are not a certification requirement of 14 CFR part 142.

E. Demonstration and Inspection Phase.

(1) Inspect the facilities and equipment described in the applicant's formal application letter which are located within the CHDO's area of geographic responsibility before certification. See chapter 150, section 2 for detailed guidance.

(2) Contact the FSDO having geographic responsibility over the areas in which satellite training centers or other facilities or training equipment are located and request facility and/or equipment inspections. Request that each FSDO making a facilities and equipment inspection complete a report on FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet, stating that FSDO's observations and noting any discrepancies or recommendations for the CHDO.

(a) Include satellite training centers and authorizations in Training Specifications A008 and B009.

(b) Include remote training sites in Training Specifications A009 and B009.

(3) Conduct inspections of the facilities and areas listed below. If any areas do not comply with regulatory requirements and handbook guidance, forward comments to the applicant and re-evaluate as needed.

(a) Training Center Facilities. (PTRS codes: 1371 and 1640.)

(b) Flight Simulators and Flight Training Devices. See separate guidance in chapter 150, section 2 for evaluation of flight training devices (FTD) and other equipment, which is generally considered to be courseware. (PTRS codes: 1351 and 1630.)

(c) Aircraft, Flight Simulator, and Flight Training Device Maintenance Programs. Authorize the use of maintenance programs in Training Specifications D001, D002, D003, D004, or D005, as applicable.

(d) Recordkeeping Systems.

i. Inspect automated recordkeeping systems that the applicant has proposed, if any, during this phase.

ii. Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for specific guidance.

iii. Authorize the use of an automated recordkeeping system in Training Specifications A025. (PTRS codes: 1334, 1649, 1650, 1653, and 1654.)

(e) Training for the initial cadre of training center instructors and evaluators.

i. Evaluate by observing or participating as a student in major representative curriculum segments.

ii. Authorize the instructors and evaluators in Training Specifications A012 or A013, or both, as applicable. (PTRS codes: 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1644, 1645, 1662, and 1673.)

(f) Gate III requirements.

i. Complete Gate III requirements prior to observing an actual class for final overall approval of a training program and certification.

ii. Include in Gate III requirements:

1. Training curricula tentatively approved, courseware tentatively accepted;

2. Sufficient instructors and evaluators trained and designated; and

3. Facilities evaluated and found satisfactory.

F. Certification Phase.

(1) When the previous phases have been satisfactorily accomplished, complete the final certification actions noted below. See Figure 149-1.

(a) Obtain a final training center certificate and/or satellite designator number (designator) from AFS-620.

(b) Prepare and approve Training Specifications.

i. Standard Training Specifications (currently with the heading Operations Specifications) are available on the automated OPSS. A TCPM may issue nonstandard Training Specifications IAW the guidance that follows.

ii. Request for nonstandard Training Specifications.

1. A holder of or applicant for a training center certificate may request a nonstandard Training Specification from the TCPM. It must contain enough information to support the issue of a nonstandard Training Specification. It must include the following:

(aa) a statement of why the certificate holder cannot comply with the specific Training Specification, but still demonstrate an equivalent level of safety;

(bb) specify alternate training center procedures for implementation and control;

(cc) a copy of the Training Specification with the proposed nonstandard language; and

(dd) any other supporting documentation.

2. AFS-800 will allow the issuance of a less restrictive nonstandard Training Specifications if justifiable reason exists and the situation is unique to the training center. AFS-800 must authorize the proposed Training Specification prior to issuance to the training center.

3. In those cases when the nonstandard subparagraph is more restrictive than the provisions in standard Training Specifications, AFS-800 need only be notified. Notification via e-mail is acceptable, by sending a copy of the entire Training Specification. Headquarters will determine if other operators are similarly affected and whether the standard Training Specification needs revision.

4. Evaluate and substantiate the information. If the CHDO does not concur with a training center request, send to the training center, a letter denying the request to use the nonstandard Training Specification with an explanation for the denial. If the CHDO concurs, forward the completed request as described in subparagraph iv, Routing of requests for nonstandard Training Specifications.

5. All nonstandard language must be added after the standard Training Specification. Do this by entering text under the text tab in the automated system which states, enter optional text for nonstandard Training Specification. As applicable, make reference to specific subparagraphs.

iii. TCPM initiated nonstandard Training Specifications by the addition of text (subparagraph(s)).

1. The TCPM may need to add a subparagraph to an existing standard Training Specification in order to address unique training center situations.

2. In those cases when a CHDO requests a nonstandard Training Specification that would be more restrictive than the standard Training Specification, justifiable reason must exist, since the training center could be placed at a competitive disadvantage.

iv. Routing of requests for nonstandard Training Specifications.

1. Route through the FSDO Manager and the Regional Flight Standards Division to AFS-840.

2. The complete package can be sent to AFS-840 via e-mail with attached file, provided the hard copy package is subsequently forwarded to AFS-840.

3. If AFS-840 concurs with issue of a nonstandard Training Specification, it will notify the TCPM by a memorandum, and send a copy to the region. If AFS-840 does not concur, the memorandum will include an explanation of the reasons.

v. Since Training Specifications are readily available to inspectors and potential users, they will not be repeated in this order in the interest of brevity. A sample list of Training Specifications is shown in Figure 149-5.

vi. See Figure 149-6 for an overview of the Training Specifications preparation process. Review the process and detailed instructions provided in the current version of the, OPSS User's Manual, and on the OPSS web site (www.opspecs.com).

(c) Issue a training center certificate, FAA Form 8000-43 (see Figure 149-4), and Training Specifications as generated by the automated OPSS. The certificate holding district office manager will sign the certificate as the issuing officer (PTRS code: 1396).

(d) Update VIS file. Close the PTRS record that was auto-generated when the VIS file was initially established.

(2) Denial of Certification. Deny certification as a training center if deficiencies exist. State any reasons for certificate denial. Make any such denial in writing and describe corrective actions that may lead to certification.

(a) When a previous denied applicant desires to continue to seek certification, require notification in writing stating that corrective action was taken. Once this has been received, a second or subsequent inspection of the training center or satellite training center facility must be conducted.

(b) After evaluation of the applicant's corrective actions, approve or deny certification. If denied, state which requested changes were not properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.

(3) Additional CHDO Responsibilities.

(a) For each training center, the CHDO must establish and maintain a file that contains the following: (The file may be all or partially electronic.)

i. A copy of the training center certificate.

ii. A copy of the Training Specifications.

iii. All documents required for initial certification such as application letters, inspection reports, resumes, leases, and training agreements.

iv. Copies of all FAA-approved materials used in the training programs such as curriculums, SCIGs, MELs, and if aircraft are used, airplane flight manuals (AFM) and rotorcraft flight manuals (RFM).

(b) The CHDO shall forward copies of approved training programs, Training Specifications, FAA-approved material, and other documents pertinent to the training conducted at a satellite training center, to the FSDO having responsibility for that satellite training center.

G. PTRS and VIS. Make final VIS entries and close PTRS records.

4. TASK OUTCOMES. Completion of this task results in one of the following:

A. Issuance of a training center certificate and Training Specifications.

B. Denial of a training center certificate.

C. Renewal of a training center certificate (foreign only).

D. Termination of the certification process.

5. FUTURE ACTIVITIES.

A. Surveillance of training center.

B. Ongoing amendments to Training Specifications.

FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS

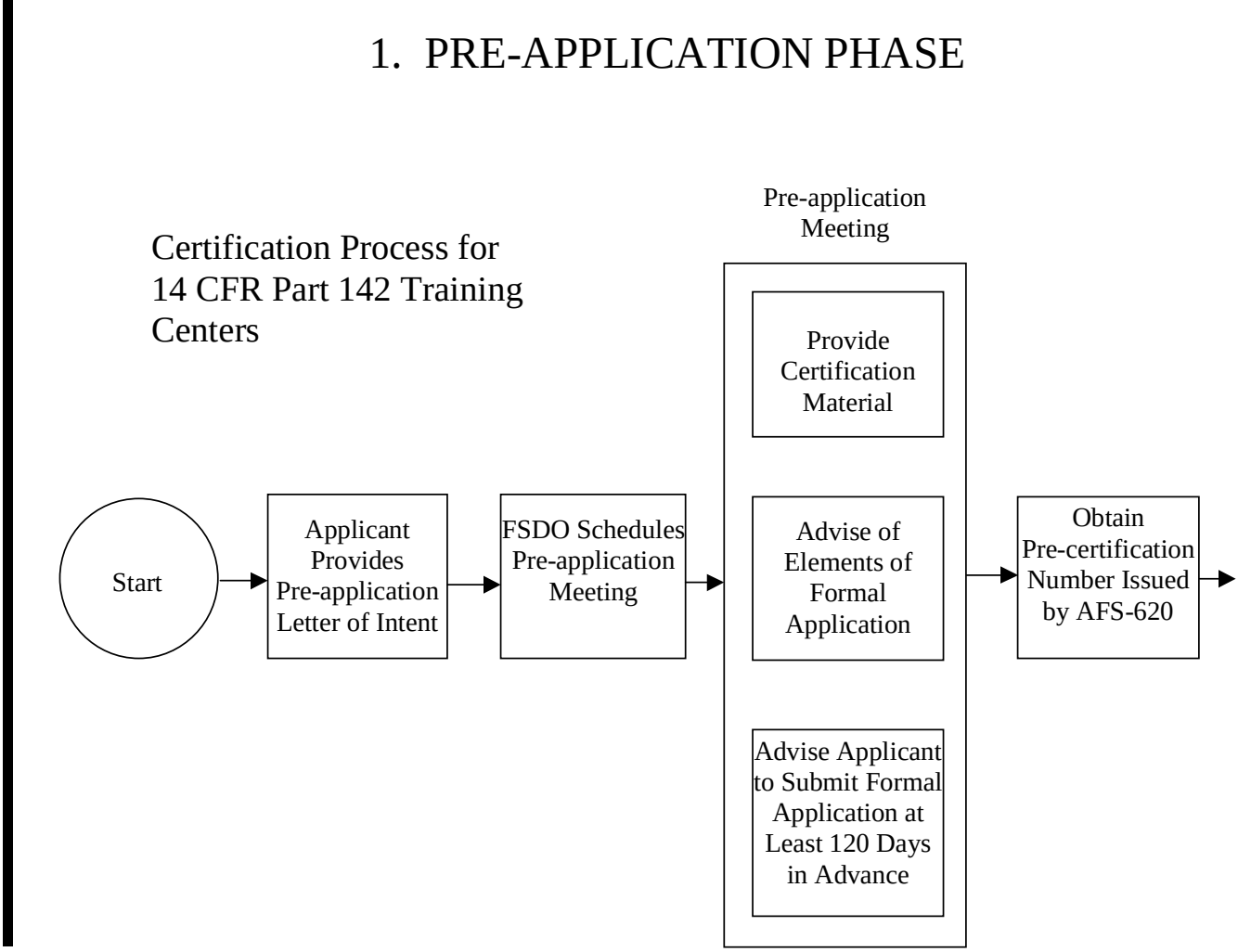


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

2. FORMAL APPLICATION PHASE

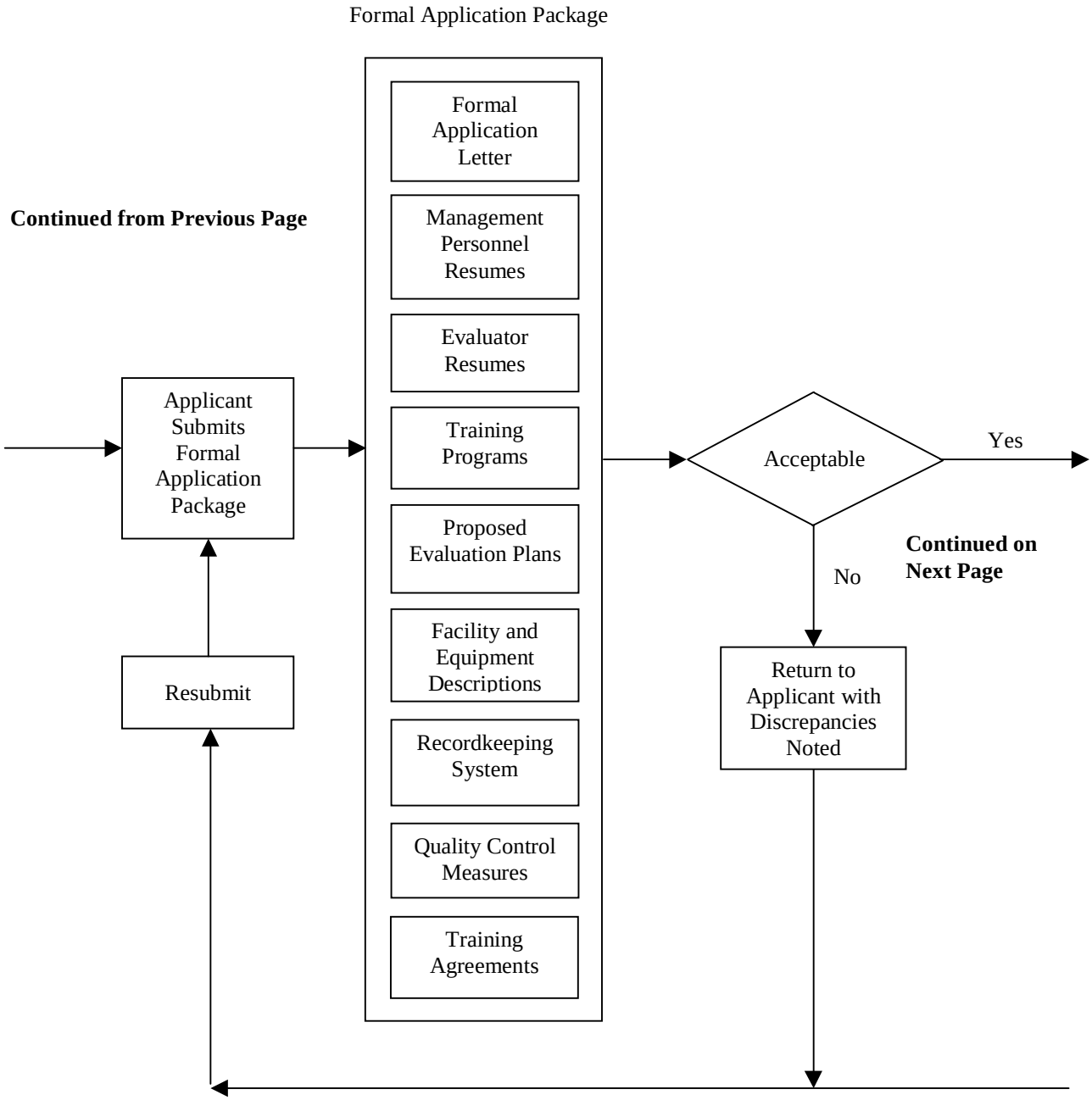


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

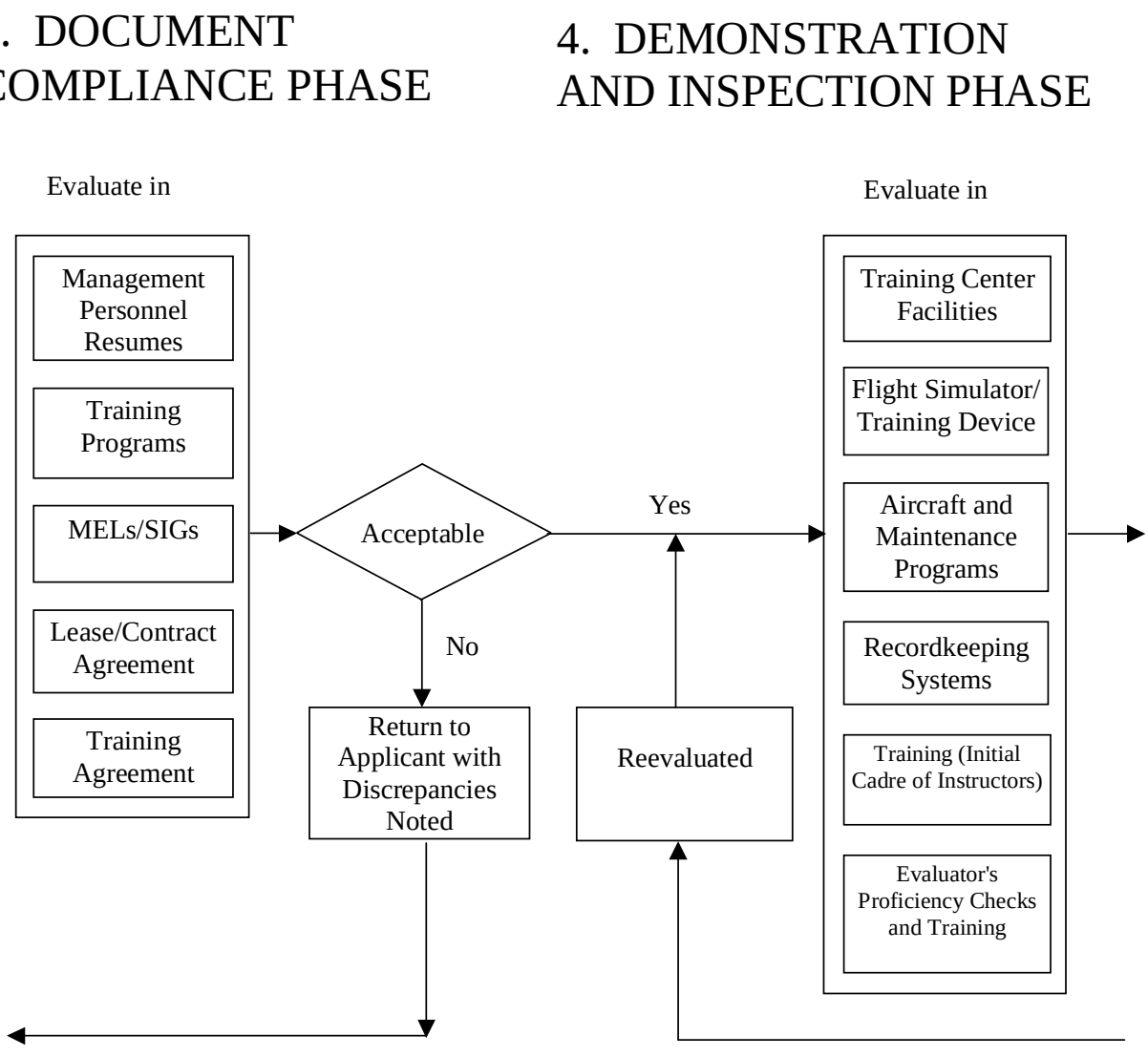


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

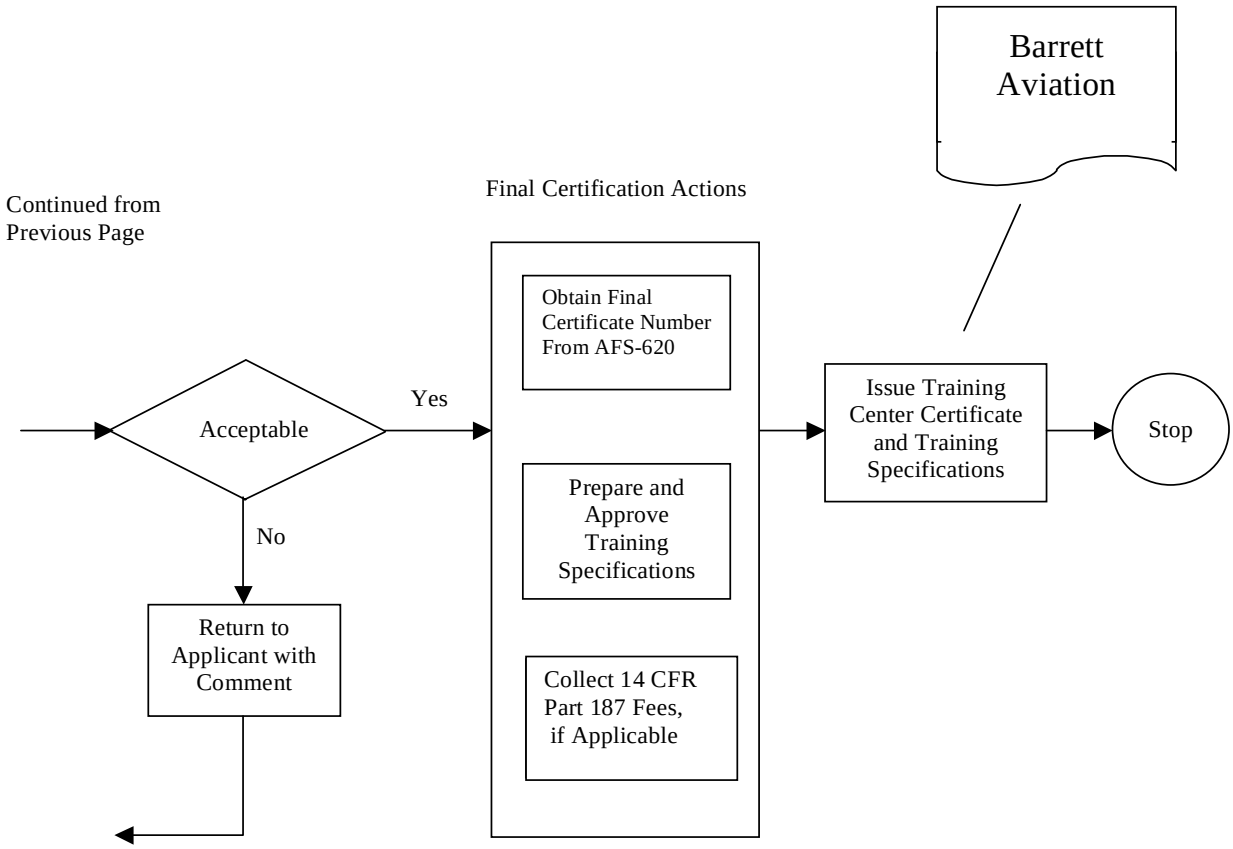


FIGURE 149-2
SAMPLE PRE-APPLICATION LETTER OF INTENT

Barrett Aviation
2243 Alamo Circle
San Antonio, TX 76176
915-333-4444

January 2, 1996

Federal Aviation Administration
San Antonio Flight Standards District Office
10100 Reunion Place, Suite 200
San Antonio, TX 78216-4118

Gentlemen:

This letter is to notify the Federal Aviation Administration (FAA) of our intent to become an FAA-approved training center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142.

We are prepared to begin operations on May 2, 1996. Management personnel anticipated are Barrett Landon, President; Travis Lee, Training Center Manager. Our principal business location is 2243 Alamo Circle, San Antonio, TX 76176. The training center is located at 4444 Aviation Lane, San Antonio International Airport, San Antonio, TX 76175, and we plan to operate a satellite training center at 5333 Altitude Street, Denver, CO 80216. All training records will be maintained at the San Antonio training center.

We propose to offer certification training in the Boeing 737-200, using level C flight simulators located at our San Antonio training center and our satellite training center in Denver.

We intend to provide pilot training to Steele Airlines, a certificated air carrier under 14 CFR part 121 and other airmen under 14 CFR part 61.

Sincerely,

Barrett Landon, President

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER

Barrett Aviation
2243 Alamo Circle
San Antonio, TX 76176
915-333-4444

February 2, 1996

Federal Aviation Administration
San Antonio Flight Standards District Office
10100 Reunion Place, Suite 200
San Antonio, TX 78216-4118

Gentlemen:

This is our formal application letter notifying the Federal Aviation Administration (FAA) of our intent to become an FAA-approved Training Center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142.

We are prepared to begin operations on June 15, 1996. Management personnel anticipated are Barrett Landon, President; Travis Lee, Training Center Manager. The resumes of Mr. Landon and Mr. Lee are included as Attachment 1. Our principal business location is 2243 Alamo Circle, San Antonio, TX 76176. The training center is located at 4444 Aviation Lane, San Antonio International Airport, San Antonio, TX 76175, and we plan to operate a satellite training center at 5333 Altitude Street, Denver, CO 80216. All training records will be maintained at the San Antonio training center.

We propose to offer certification training in the Boeing 737-200, using level C and D flight simulators located at our San Antonio training center and our satellite training center in Denver. We intend to provide pilot training to Steele Airlines, a certificated air carrier under 14 CFR part 121 and other airmen under 14 CFR part 61.

Attachment 2 describes our proposed training curriculums and supporting syllabuses for which Training Specifications and evaluation authorizations are requested. In addition, this attachment includes a document summary of the courseware. (Courseware will be made available on request.)

Our flight training equipment consists of a Brand X B-737-200 level C simulator, serial number 192 (located in Denver), and a Brand X, B-737-200 level D simulator, serial number 193, which is located at our San Antonio training center. We will be operating one level 5 flight training device at each facility. Additionally, we will be operating a leased Boeing 737-200 from Steele Airlines for flight training.

Our training facilities are described in Attachment 3.

Qualifications of instructors, evaluators, and other personnel are contained in Attachment 4.

Our proposed evaluation plans are explained in detail in Attachment 5.

A description of our recordkeeping system that identifies and documents the details of training, qualification, and certification of students, instructors, and evaluators is found in Attachment 6.

The description of quality control measures proposed is explained in Attachment 7.

Barrett Aviation will notify the Administrator within 10 working days of any change made in the assignment of persons in our required management positions.

All of us at Barrett Aviation are looking forward to working with you.

Sincerely,

Barrett Landon, President

Attachments

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 3

Training Facilities

SAN ANTONIO FACILITY

Our training facilities in San Antonio are exclusively used by Barrett Aviation. All are air conditioned/heated and provide adequate lighting. A facility diagram for description purposes and showing a floor plan with room reference numbers is attached.

Rooms 1-3 will function as our principal business office. Room 1 is Barrett Landon’s office. Room 2 is the staff administrative office. Room 3 is Travis Lee’s office, which also houses the Mega Magic computer system used to maintain training center records.

Room 4 is the evaluator’s office. Rooms 5 and 6 are for the instructors. Room 7 is a break room, and rooms 8 and 9 are restrooms. Classrooms (rooms 10 and 11) are 30’ x 30’ and suitable for concurrent training for twelve trainees. Each classroom contains a 36" x 60" dry board and state-of-the-art video and audio equipment [name of equipment], and each has posters depicting a generic B-737-200 panel layout.

Room 13 has two flight simulator bays: one Brand X B-737-200 level D flight simulator and one bay reserved for later use. Contained in this room are two briefing rooms, each suitable for student and instructor/evaluator preparation briefings.

Room 14 contains our level 5 training device. Room 15 is a storage room for office supplies.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 3

DENVER SATELLITE TRAINING FACILITY

The Denver facility is leased space from Steele Airlines. A facility diagram showing a floor plan with room reference numbers is attached. All are air conditioned/heated and provide adequate lighting.

Room 1 is for the Director of Training of Steele Airlines. Room 2 is for the administrative staff of Steele Airlines. Room 3 is the evaluator's office. Rooms 4 and 5 are for instructors. Room 6 is a break room, and rooms 7 and 8 are restrooms.

Room 9 has three flight simulator bays: two Brand X B-737-200 level C flight simulators and one Brand X B-747-400 level D flight simulator. Contained in this room are three briefing rooms, each suitable for student and instructor/evaluator preparation briefings.

Room 10 contains a level 5 training device.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 4

QUALIFICATIONS OF INSTRUCTORS, EVALUATORS, AND OTHER PERSONNEL

EVALUATORS - MINIMUM QUALIFICATIONS (to be developed by each applicant in accordance with part 142)

All evaluators will have at least the following aeronautical experience:

(1)

(2)

(3)

(4)

Etc.

INSTRUCTORS - MINIMUM QUALIFICATIONS (to be developed by each applicant in accordance with part 142)

All instructors will have at least the following aeronautical experience:

(1)

(2)

(3)

(4)

Etc.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 5

PROPOSED EVALUATION PLANS

The applicant should describe methods that the applicant intends to use to internally evaluate facilities, equipment, and qualifications of personnel to be used. Training curriculums should be evaluated on a continuing basis to determine if the quality of the original curriculum outcomes are maintained.

The applicant should refer to Order 8700.1, General Aviation Operations Inspector's Handbook, volume 2, chapter 149, section 1 for specific subject guidance.

Attachment 6

RECORDKEEPING SYSTEM

The applicant should describe methods and procedures to be used for the applicant's recordkeeping system, which should contain the following:

• Identification and documentation of the details of training, qualification, and certification of students

• A record of qualification, training, testing, and currency requirements of instructors

• A record of qualification, training, testing, and currency requirements of evaluators

The applicant should refer to Order 8700.1, volume 2, chapter 149, section 1 for specific subject guidance.

Attachment 7

QUALITY CONTROL MEASURES

The applicant should establish a system to ensure that the training center operations and training are run efficiently and effectively in accordance with company policy and the requirements of part 142.

The quality control system shall determine the effectiveness of company policies, procedures, and training.

The applicant should refer to Order 8700.1, volume 2, chapter 149, section 1 for specific subject guidance.

FIGURE 149-4
SAMPLE FAA FORM 8000-43, TRAINING CENTER CERTIFICATE

U.S. Department
of Transportation
Federal Aviation
Administration

Training Center Certificate

Number:

This certificate is issued to

whose primary business address is

Upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, is empowered to operate an approved Training Center in accordance with the Training Specifications issued herewith, and may conduct training courses with respect to the following Parts of the Federal Aviation Regulations:

This certificate unless amended, suspended, or revoked, shall continue in effect indefinitely.

By Direction of the Administrator

Date issued: _____ _____

Issuing Office: _____ _____

THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE APPROVED FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE RESPONSIBLE FLIGHT STANDARDS DISTRICT OFFICE.

Any alteration of this certificate is punishable by a fine not exceeding $1000, or imprisonment not exceeding 3 years, or both.

FAA FORM 8000-43 (11-95) NSN: 0052-00-917-9000

FIGURE 149-5
LIST OF TRAINING SPECIFICATION TITLES

Operations Specifications	Title
A001	Issuance and Applicability
A002	Definitions and Abbreviations
A003	Airplane/Aircraft Authorization
A004	Summary of Special Authorizations and Limitations
A005	Exemptions and Deviations
A006	Management Personnel
A007	Agent for Service and Training Specifications Signatories
A008	Satellite Training Centers
A009	Remote Training Site(s)
A012	Evaluators
A013	Instructors
A015	Flight Simulators Authorization
A016	Flight Training Devices Authorization
A025	Approved Recordkeeping System
A031	Training Agreements
B001	14 CFR part61 Approved Curricula; Other Than Airline Transport Pilot-Airplane
B002	Part 61 Airline Transport Pilot Certificate and Added Aircraft Type Rating-Airplane
B003	14 CFR Part61 Flight Instructor Approved Curricula
B004	Airman Certification Other Than Pilot
B005	Air Operator Approved Curricula
B006	Removal of Centerline Thrust Limitations
B008	Satellite Training Centers Operations and Authorizations
B009	Remote Training Sites Authorizations
B011	14 CFR Part 61 Approved Curricula; Other Than Airline Rotorcraft/Helicopter
B012	14 CFR Part 61 Airline Transport Pilot Certificate and Added Aircraft Type Rating-Rotorcraft/ Helicopter
B031	Training Agreement Authorizations and Limitations
C075	Circling Approach Procedures
D001	Airplane Maintenance Requirements
D002	Levels A and B Flight Simulators Maintenance Requirements
D003	Level C Flight Simulators Maintenance Requirements
D004	Level D Flight Simulators
D005	Flight Training Devices Maintenance Requirements
D071	Flight Training Equipment Maintenance Records
D073	Aircraft Inspection Program(s)
D095	Minimum Equipment List (MEL) Authorization
D096	Simulator Component Inoperative Guide Authorization

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A001 -- Continued

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

A001. Issuance and Applicability

HQ Control: 04/09/99
HQ Revision: 010

a. These training specifications are issued to Anywhere USA Contract Training Corporation whose principal training center is located at

Primary Business Address:
1300 SW. 26th Avenue
Anytown, Washington 90000

Mailing Address:
P.O. Box 8900
The Other Town, Washington 90001

Contact Information

Voice Telephone Number:	Facsimile Telephone Number:	TELEX Number:	E-Mail Address:
204-672-7500	204-672-7575	N/A	the.president@usacontract.net

The holder of these training specifications is the holder of Air Agency Certificate Number AUAX678L and shall hereafter be referred to as the certificate holder. These training specifications are issued in accordance with Title 14 Code of Federal Regulations (CFR) Section 142.5(b) and shall be titled as Operations Specifications. The certificate holder shall conduct these operations in accordance with the specific authorizations, limitations, and the procedures in these training specifications, and all appropriate Parts of the CFR.

b. The certificate holder is authorized to conduct the following kinds of operations pursuant to listed Title 14 CFR:

Title 14 CFR Part Kinds of Operation		
Training	**Testing**	**Checking**
61	61	61
121	121	121
125	125	125

c. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph A

d. For this domestic Training Center, these training specifications are effective as of the "Date Approval is effective" listed in each paragraph and shall remain in effect as long as the certificate holder continues to meet the Title 14 CFR part 142 requirements specified for certification unless sooner suspended, surrendered, amended or revoked.

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A001 -- Continued

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Inspector, One G.
Principal Operations Inspector

3. Date Approval is effective: 3/13/01 Amendment Number: 0
4. I hereby accept and receive the Operations Specifications in this paragraph.

I. M. Ahoot Chief Pilot Training Date:

Print Date: 8/21/2002 A001-2 CERTIFICATE NO.: AUAX678L
Anywhere USA Contract Training Corporation

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A003 -- Continued

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

A003. Airplane/Aircraft Authorization **HQ Control: 6/2/98**
HQ Revision: 000

a. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following certificate-holder-owned or leased aircraft:

Registration #	Aircraft M/M/S	Owned or Leased
N49TT	CE-500-560	Leased

b. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following aircraft that are registered to, and maintained by a certificated air carrier:

Aircraft M/M/S	Air Carrier

c. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following aircraft that are in the pre-registration phase of production:

Aircraft M/M/S	Manufacturer

d. Prior to conducting training, testing, and/or checking, as authorized in their approved training program, in a customer-owned or furnished aircraft, the certificate holder shall obtain authorization from the Training Center Program Manager on a case by case basis.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Barker, Mary L. Principal Operations Inspector EA29

3. Date Approval is effective: 11/15/01 Amendment Number: 3
4. I hereby accept and receive the Operations Specifications in this paragraph.

Richard Deuve Learning Center Manager Date: 11/15/01

Print Date: 8/21/2002 A003-1 Certificate No.: F2NW486K
FLIGHT SAFETY INTERNATIONAL

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A015 -- Continued

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

A015. Flight Simulators Authorization **HQ Control: 6/2/98**
HQ Revision: 000

a. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in the approved training program, in the following flight simulators controlled and/or maintained by the certificate holder:

M/M/S	Sim Level	FAA ID #	Operator's ID #	Location	Remarks
B-737-200	C	0143	NA	CLT	
B-737-200	C	0186	NA	PIT	
B-737-3B7	C	0303	NA	PIT	
B-737-300	C	0247	NA	PIT	
B-737-300	C	0178	NA	CLT	
F100	C	0260	NA	PIT	
DC9-30	C	0189	NA	PIT	
DC9-80	C	0122	NA	PIT	
B727-200	C	0208	NA	PIT	
A320	D	0598	NA	CLT	
A320	D	0613	NA	CLT	
A320	D	0631	NA	CLT	
A330	D	0643	NA	CLT	
B757	C	0060	NA	PIT	

b. The certificate holder is authorized conduct training, testing, and/or checking, as authorized in the approved training program, in the following flight simulators at remote training site(s):

M/M/S	Sim Level	FAA ID #	Operator Designator	Location	Remarks

Print Date: 8/21/2002 A015-1 Certificate No.: USAX370K
US Airways Contract Training and Services

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A015 -- Continued

U.S. Department of Transportation
Federal Aviation Administration

Operations Specifications

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

DIGITALLY FAA SIGNED 3/8/02 9:41:49 AM
Watson, Bryan L
Principal Operations Inspector

3. Date Approval is effective: 03/08/2002 Amendment Number: 3
4. I hereby accept and receive the Operations Specifications in this paragraph.

Date:

Print Date: 8/21/2002 A015-2 Certificate No.: USAX370K
US Airways Contract Training and Services

FIGURE 149-6
TRAINING SPECIFICATIONS PREPARATION PROCESS

STANDARD TRAINING SPECIFICATIONS. The Training Specifications are now divided into four basic sections, with the sections titled to parallel similar groupings for OpSpecs:

Part A - General; Includes the issuance and applicability, definitions, authorizations and limitations summary, exemptions and deviations, flight training equipment and training location authorizations, and personnel listings.

Part B - Training Authorizations, Limitations, and Procedures; Includes the approved curricula listings for individual airmen and air operators, special training programs and training agreements.

Part C - Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations. At this time this section only contains approved circling approach authorizations for specified simulators.

Part D - Maintenance Requirements, Limitations, and Procedures; Includes flight training equipment maintenance and records requirements, Minimum Equipment List, and Simulator Component Inoperative Guide (SCIG) authorizations.

A. Inspection requirements outlined in Phase Four of the certification process should be completed before issuing the Training Specifications. Training curricula should be reviewed to ensure that required training for the areas of operation and associated tasks are addressed.

(1) Curricula that use only simulation for initial qualification in an aircraft and that lead to issuance of an initial pilot certificate, or the addition of a type rating to an existing certificate, should include at least 15 planned hours of flight training and practice using Level C or Level D simulators. The planned hours of instruction shall exclude line-oriented flight training (LOFT), except for the time the applicant is the pilot at the controls, and the practical test. The field office having responsibility for the certificate holder's training center may approve a different number of hours based on various levels of applicant experience. An example of this might include an applicant who holds a U.S. Airline Transport Pilot certificate and who is currently flying the specific aircraft for a foreign operator. Conversely, an applicant with minimal flight experience wishing to add a type rating for an Airbus A-320 to a Commercial Pilot Certificate may find it necessary for a substantial amount of additional training time.

(2) The curriculum must contain a LOFT period for each applicant using a Level C or Level D simulator to gain a certificate or an added rating, unless an aircraft is to be used for all or part of the practical test of the applicant. The time spent by the applicant actually manipulating the controls from the Pilot-in-Command (PIC) seat during this LOFT may be a part of the minimum planned hours.

(3) There is no requirement for an applicant to complete or attempt a practical test before completing LOFT in an appropriate level simulator.

(4) An applicant may accomplish the preflight inspection requirement using an approved pictorial means, but it must be accomplished in a static airplane if any other portion of the practical test is required to be accomplished in an airplane.

B. Title 14 CFR sections 142.47 and 142.53 contain the qualification and training requirements for instructors. Observation of flight instructors at training centers is required on an annual basis. Title 14 CFR sections 121.414(a)(2) and 135.340(a)(2) require an observation by the operator on a biennial basis of each instructor conducting a representative segment of the operator's approved training program. These observation requirements are similar to those required under 14 CFR part 142.

(1) An observation by an FAA inspector of an instructor conducting a segment of one program conducted will meet the observation requirement for all courses for which that instructor is approved to conduct. The requirements were intended for individuals instructing in a flight simulator and/or an aircraft. Unless specifically addressed or referenced to all instructors, the training requirements were not intended to include those individuals who would be instructing in ground school subjects such as aircraft systems or meteorology.

FIGURE 149-6
TRAINING SPECIFICATIONS PREPARATION PROCESS -- Continued

(2) An aeronautical engineer or an aircraft mechanic, for example, who does not meet the pilot experience requirements to be a flight instructor can teach the ground school segments appropriate to their experience and ability. Ground school instructors who conduct systems integration or cockpit procedures trainer (CPT) sessions in ground or flight training devices where credit for flight training is not given, should receive the applicable portions of the flight instructor training that is applicable to their duties. While not required, periodic observation of ground instructors is considered highly desirable.

C. Flight Training Equipment Requirements. Flight training equipment maintenance procedures and practices should be reviewed with particular emphasis on reliability and the effect of inoperative equipment components on the training program. If the training center uses aircraft for training, the appropriate Minimum Equipment List authorization should be considered. If the training center does not choose to develop a SCIG, the maintenance practices should be closely observed. Consideration should be given to obtaining oversight support from airworthiness or avionics inspector resources. Training, testing, and checking that involve the use of a specific flight simulator or flight training device (FTD) component that is inoperative, malfunctioning, or missing should not be authorized. The use of the simulator for other training and testing for which it has been previously qualified and approved will continue to be authorized. The authorization to use a simulator with an inoperative, malfunctioning, or missing component will be valid for a period not to exceed 4 months unless an extension is coordinated and approved by both TCPM and the National Simulator Program Manager (NSPM).

NONSTANDARD TRAINING SPECIFICATIONS OPSS.

A. Guidance. Occasionally, a situation may occur in which it becomes necessary to issue a training center a Training Specification that is nonstandard because of a unique situation not provided for in the standard Training Specification.

(1) In cases when a nonstandard Training Specification is more restrictive than the standard Training Specifications, justifiable reason must exist, since the training center could be placed at a competitive disadvantage.

(2) Under special circumstances, General Aviation and Commercial Division, AFS-800, will allow the issuance of less restrictive nonstandard Training Specifications. Again, justifiable reason must exist, and the issuance will only be in situations unique to the training center.

B. Reference. Nonstandard Training Specifications are not to be used as an alternative to the waiver or deviation procedures outlined in Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 1, chapter 4, or the exemption process contained in 14 CFR part 11. However, a waiver, deviation, or exemption may necessitate the issuance of nonstandard Training Specifications. The process for obtaining nonstandard Training Specifications has been included in development of the OPSS.

C. Pending release of the automated OPSS program, TCPM should obtain copies of the boilerplates and use them to develop Training Specifications applicable to their training centers. When it is necessary to request a nonstandard Training Specifications, the operator and TCPM must follow the procedures outlined herein. In addition, inspectors should bring this information to the attention of the training center.

D. Once a Training Specifications is issued, the TCPM shall make a PTRS entry to record the actions directed by issuance of nonstandard Training Specifications. The PTRS entry shall be listed as activity code number 1396 and the national use field entry should be HBGA9812. TCPM should use the comments section to record comments of interaction with the operators.

[THIS PAGE INTENTIONALLY LEFT BLANK]

CHAPTER 150. APPROVE TRAINING PROGRAM, CURRICULA, COURSEWARE, AND FLIGHT TRAINING EQUIPMENT FOR A TRAINING CENTER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES: 1334, 1335, 1351, 1366, 1368, 1369, 1370, 1371, 1372, 1373, 1374, 1377, 1378, 1380, 1395, 1396, and 1397.

2. OBJECTIVE. The objective of this task is to determine if the overall training program of a training center applicant meets the requirements of the rule and is of acceptable content and detail. Successful outcome for the training program will result in issuing a training center certificate. Successful outcome for the evaluation of the curricula, courseware, and flight training equipment of the training program will result in the approval of the subject curriculum and the issuance or amendment of Training Specifications.

3. GENERAL.

A. Training Programs and Curriculums. A training program is the curriculums, courseware, facilities, flight training equipment, and personnel necessary to accomplish training objectives. It includes either a core curriculum, specialty curriculum, or both. A curriculum is a specific course of study, or collectively, all the courses of study at a training center that lead to certification, qualification, or both for an airman or crewmember.

(1) Core Curriculum.

(a) Description. A core curriculum is a FAA approved document that identifies the training and testing that will be conducted to meet the requirements for the issuance of an airman certificate. It is based on the Practical Test Standards (PTS), and, if applicable, the requirements of the Flight Standardization Board (FSB) Report. Each core curriculum is made up of training segments, which identify training and testing requirements for the issuance of that certificate. The core curriculum does not include training for tasks and circumstances unique to a training center client, such as equipment differences training. It may, however, include training for those specific tasks and circumstances as required by a certificated part 121 operator. With concurrence with the National Training Center Program Manager (NTCPM), the Training Center Program Manager (TCPM) approves a core curriculum.

NOTE: Figure 150-1 contains a sample core curriculum.

(b) Content. Proposed core curricula must contain the necessary training to meet the knowledge and skill requirements of all Areas of Operations of the applicable PTS and any additional special training emphasis areas recommended by FSB reports. FSB reports identify additional training requirements or limitations for types and variants within types of aircraft. These recommendations are consolidated in advisory circular (AC) 120-53, Crew Qualification and Pilot Type Rating Requirements for Transport Category Aircraft Operated Under FAR Part 121, but should be used for all aircraft regardless of size or rule part under which it will be operated.

(2) Specialty Curriculum. A specialty curriculum is an FAA-approved document that contains training that is unique to one or more training center client. Examples include: basic indoctrination, windshear flight training, long-range navigation, Category II/III authorization, or differences training. Specialty curricula are approved by the TCPM. To be used as a part of an air carrier's training program, a specialty curriculum must also be approved by the carrier's principal operations inspector (POI). A specialty curriculum does not require headquarters review.

(3) General Characteristics of a Curriculum. A curriculum should be structured as shown in Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 3, chapter 2. Terms and definitions should be the same as those used in Order 8400.10, 14 CFR part 142, and Order 8700.1, volume 2, chapter 148. All curricula should:

(a) Use proper terminology and definitions from FAA references. Common errors include using the terms fixed-base simulator (FBS), Full Flight

Simulator (FFS), and suggestions that a machine not evaluated and qualified by FAA is a flight simulator or a flight training device (FTD). A FTD or flight simulator, depending on its level, may be qualified for certain tasks as indicated in appendix 1 to each PTS. Allowing any credit for a machine only called a FBS is not authorized as it would lead to confusion about which level of FTD will be used. Similarly, there are 4 levels of flight simulators, A through D. Each has motion and, depending upon what definition the user of that term might apply, each is likely to be a full flight simulator. Without specific nomenclature, it is not possible to determine if a training center applicant proposes to use a level of flight simulator appropriate to training or testing the task for which its use is proposed.

(b) State a specific training objective. The objective should support the expected outcomes. This objective should also state who is to be trained, to what level, and to satisfy what regulatory requirement. It should also state if there is a testing segment. Common errors include:

i. Stating as an objective, completion of a practical test for a second-in-command (SIC) in a type rating course. There is none required to satisfy 14 CFR part 61 § 61.55. The SIC proficiency check requirement of 14 CFR part 121 § 121.441 is distinct, and is not a practical test that leads to a certification action.

ii. Not listing as an objective a practical testing segment at all, such as for a specialty curriculum to satisfy the requirements of 14 CFR part 61 § 61.67 or 61.68 for Category (CAT) II or CAT III qualification.

iii. Stating that the curriculum is to certify a pilot-in-command (PIC), a SIC (who receives no certification), and a flight engineer. The subject matter is different for each of those duty positions (applicants) and the prerequisites for entry are different.

iv. Omitting as an objective, the attainment of an unlimited multiengine class rating, for those students who do not have one (airplane only).

(c) State clearly the student prerequisites for entry into the curriculum. The recordkeeping should show determination of meeting the prerequisites and document that prerequisites were met. One common mistake is overlooking the applicants need for an unlimited multiengine class rating before attempting to enroll in a 100% simulator course for a type rating that does not include a supplemental segment or module(s) to address that rating.

(d) Avoid intermingling specific requirements with generic requirements. For example:

i. Windshear. Windshear training is required under parts 135 and 121 only. Although it might be a good training for other operators, it would be optional to a training segment.

ii. AFM weight and balance with proprietary weight and balance.

iii. Dispatcher or Flight Release Procedures. These are required only for part 121 students. In fact, applicants in other programs will be denied outside help in flight planning during the practical test.

iv. Pushback. Other than part 121, most operators do not use a gate, gate procedures, or push back. However, many will use power-back, and this task should be taught.

v. Teaching courseware not available to the user. Teaching students to use computerized, tabulated, radio inquiry, or other programs not available to the student upon leaving the training center should not be done. It could cause the student to have inadequate knowledge of the task during practical testing or upon leaving the training center. Examples of curriculum courseware to avoid are: proprietary weight and balance procedures; performance figures; minimum equipment lists that feature a call to a proprietary maintenance base to determine impact of an inoperative component; and use of a dispatch service not available to the student once he or she leaves the training center.

vi. Gate calls, in-range calls, and so on, which are peculiar to an air carrier operator flying to and from only certain airports.

(e) Ensure that all required training is included. For example:

i. Applicants for type ratings in airplanes pressurized for high altitude, and those capable of high altitude that are not grandfathered under of 14 CFR § 61.31(g). A growing number of persons will have to meet the requirements of this section as a prerequisite; or, the curriculum will have to have a supplemental module(s) or segment to satisfy the requirement.

ii. Private and commercial pilot applicants for an airplane type rating who do not hold

an unlimited multiengine class rating must complete the supplemental module(s) or curriculum segment to satisfy that requirement.

iii. Applicants must complete all required areas of operation and tasks listed in the PTS, except as specifically waived for certain air carrier student crews. Common omissions include: a circling approach; landing from a circling approach; no flap landing when not excepted by the FSB report (see conditions in the note to Area of Operation VI, task F in the PTS); and engine failure between V1 and V2.

(f) Include enough programmed time to include demonstration of all systems, training and practice in the use of all systems, and training and practice in all tasks and maneuvers required by the PTS. The following factors must be addressed:

i. For 100% simulator curricula in large and turbine-powered aircraft, this should include at least 15 hours of programmed flight time for the simplest aircraft type for which a flight simulator has been qualified. At the discretion of the TCPM, more programmed hours may be required for more complex aircraft, and less programmed hours may be required for smaller and less complex aircraft, i.e., single engine and non-turbo aircraft.

ii. Pilot-Not-Flying (PNF) time may be credited except for Line-Oriented Flight Training (LOFT), if the curriculum has a LOFT.

iii. Time spent completing or attempting to complete a practical test does not count toward the minimum programmed time.

iv. The minimum programmed flight time (15 hours) for 100% simulator curricula must be in a Level C or D simulator; programmed hours in excess of the minimum may be accomplished in another level of FTD, if approved.

v. Curriculum developers should use the national norms, as published in FAA Order 8400.10, for determining the number of training hours in the ground school segment. With mixed classroom training the most restricted norm will apply.

(g) Avoid using the briefing time preceding a simulator session, or following a simulator session as programmed instruction time. A legal interpretation of § 142.49(c)(1), dated August 27, 1999, ruled in part that: restricting instructors to, "no more than 8 hours of instruction in any 24-consecutive hour period," is interpreted to apply only to flight instructors, flight simulator instructors, and FTD instructors while instructing in an aircraft, a flight simulator, a FTD, or any combination thereof. Consequently, instruction time has an impact on the maximum duty time per day for an instructor, but the briefing and debriefing do not. According to accepted definitions, a brief, contrasted to a lesson, has the general characteristics of:

i. Conciseness or intensity, as opposed to short, which may infer incompleteness.

ii. A synopsis or summary.

iii. An outline.

iv. An abstract or abridgment of a subject.

v. Giving final precise instructions.

(h) Only include elements, events, or modules required for that objective, i.e., there is no testing module for SIC qualification to satisfy 14 CFR § 61.55, and except for CAT II and CAT III specialty courses 100 foot decision heights are not required.

(i) Except for air carrier contract training approved by the carrier's POI, do not show a LOFT module (or any other segment or module) following a successful practical test. TCPMs should be aware of the following:

i. Following a practical test, there is no regulatory requirement for further training or testing until one year later for a type-rated aircraft, or two years for aircraft with no type rating.

ii. When LOFT precedes the practical test, it is suitable as a simulator flight training module of the flight training curriculum segment.

iii. With the approval of the POI, an air carrier may include a LOFT instead of having it as part of post-certification qualification training.

iv. Proficiency training, supplemental training, or practice not required by the FAA to satisfy any section of 14 CFR is not subject to expenditure of FAA resources for review and approval.

NOTE: It is not unusual for an applicant seeking an ATP or type rating to enroll in an approved 142 training course with a LOFT session that is performed following the conduct of the ATP PTS. This would commonly occur at a training center that was primarily designed to meet 135 or 121 requirements. Applicants have actually left training with an ATP certificate, without completing the LOFT (a

part of the centers approved part 142 course), and with no time in the airplane. The confusion arises when the course completion depends on the completion of the LOFT as a part of that training centers approved course. For 100% simulator time, 14 CFR part 61, § 61.157 (g)(2) requires the completion of the entire approved part 142 course (in this case including the LOFT). Reference: 14 CFR part 61, § 61.157 (g) and part 142, § 142.65.

(j) For all 100% simulator training and testing curricula, include either a LOFT or one or more modules that simulate actual in-flight conditions from start to finish. This applies to any curriculum which does not require the applicant to go to the aircraft for a substantial portion of the training and testing.

(k) Include the circling approach maneuver. Applicants may not simply choose to eliminate circling approaches. The performance of the circling approach maneuver may be excluded from training only under the following conditions:

i. Aircrew employees who complete initial Airline Transport Pilot (ATP) certification and initial type ratings under an air carrier employer's approved program. The certificate must be limited as prescribed in the ATP PTSs.

ii. PIC proficiency checks IAW 14 CFR § 61.58, whenever the simulator is incapable of accomplishing any circling approaches. A training record entry must be recorded and the pilot must demonstrate proficiency in each omitted maneuver in an appropriately approved qualified simulator or aircraft (14 CFR § 61.58).

(l) For part 121 and 135 operators, clearly distinguish differences training in type rating and ATP with type rating curricula.

i. Differences training is not required of all students. A student may enroll in a curriculum for, and obtain a type rating in a flight simulator replicating any variant of an aircraft of that type aircraft.

ii. An applicant may be expected to operate and use each piece of installed equipment during the practical test on the simulator, just as he or she would be expected to use all installed equipment on an aircraft presented for a practical test.

iii. A student enrolled in a type rating curriculum with expectation of operating a different variant of that type aircraft, must train and test in the same variant as the one to be operated, or complete satisfactory differences training. While training on the proper variant is the oversight responsibility of the operator's POI, TCPMs will be asked to approve generic curriculums which can be submitted for acceptance by operators and POIs. Some may be submitted as a generic starting point for an operator to develop its own training curriculum for presentation under contract by the training center in question. Generic curricula which need to be changed by the air carrier, or the air carrier's POI, are no longer generic but are operator specific. In any case, once accepted, the operator becomes responsible for the training program and subject to POI approval and oversight.

iv. Each curriculum should identify the differences between variants, and how they will be addressed, if the curriculum is to satisfy training requirements of different variants. Variants are identified as follows:

1. A variant is an aircraft or a group of aircraft with the same characteristics that have pertinent differences from a base aircraft. Pertinent differences are those which require different or additional flightcrew knowledge, skills, and/or abilities that affect flight safety. When crewmembers routinely fly variants, or when a variant or different type aircraft is flown occasionally between proficiency training or checks, it is still a variant and it requires an operator differences requirements (ODR) approval.

2. When variants are flown in mixed fleets, FAA approval is required, and operators shall comply with master differences program requirements (MDPR) and other related FSB differences provisions. Operators accomplish this by identifying a base aircraft, describing differences which exist between their base aircraft and variants, and by specifying particular means of compliance to satisfy MDPRs. The description of specific differences and compliance methods are identified as that air carrier's ODR. ODRs constitute the approval basis for an operator's mixed fleet flying program and specify any necessary constraints or permissible credits. Constraints or credits may relate to knowledge, skills, devices, simulators, maneuvers, checks, currency, or any other such factors necessary for safe operations. Constraints or credits may be applied generally, or only to specific variants or crew positions. Once approved, operator programs are conducted in accordance with these ODRs. ODR proposals are provided to the FAA in a standard tabular format and are approved by FAA principal inspectors only if they meet MDR and other pertinent FSB requirements. ODRs are amended by the operator as

base aircraft, variants, training devices, or as other pertinent factors change. Each amendment is approved by the FAA.

v. Some of the methods for addressing differences through the curriculum development are as follows:

1. Change or add elements or events in the modules of the core curriculum and clearly identify and account for these changes in the programmed times;

2. Add one or more modules to a curriculum segment of the core curriculum, and allow for that module in the programmed times; or

3. Create a separate specialty curriculum, and address in the curriculum objective statement the limitation of the core curriculum to a particular variant or variants.

(m) Clearly indicate if home study is part of the curriculum, and if so, show details in a home study curriculum segment, modules, events, and elements.

(n) Syllabus. A syllabus is accepted, rather than approved, by the Administrator.

(o) Revisions. Each approved curriculum must be supported by a revision system that includes:

- Additions and removals
- Margin side-bars that mark changed areas
- The revision date on each revised page

NOTE: Except when required sooner for safety reasons, operators should be encouraged to submit revisions on a regular revision cycle (i.e., 60 days between submissions.) At a minimum, the operator should submit revisions 60 days in advance of the expected implementation date.

B. Home Study Curriculum Segments or Modules.

(1) Definition. In this chapter the term home study refers to a learning method in which a trainee works at his or her own pace, without the aid of an instructor, to master predetermined material. Terms such as individualized instruction, student-centered learning, prescriptive learning, self-directed learning, even computer-based training, are often considered synonymous with home study.

NOTE: Home study courses are not to be used for any flight training or 121 or 135 air carrier Basic Indoctrination, Initial, Transition, or Upgrade Training.

(2) Requirements.

(a) Only cognitive or knowledge-based training is eligible for consideration as home study.

(b) No more than 50%, not to exceed 8 hours of the approved training program's classroom training hours can be initially accomplished through home study. After the home study module has been in place for a period of 24 months, the operator may request additional hours of home study, not to exceed 50% of the training program. The guidelines for evaluating air carrier and other training programs using home study as a substitute for classroom training are found in the latest version of Order 8400.1, volume 3, chapter 1, section 2. Home study curriculum segments or modules approved as of this revision date need not comply with these minimums. The FAA will evaluate any new requests using these guidelines.

(c) Each training center using home study must provide the student with all the materials necessary for completing the home study curriculum at least 30 days prior to the student's scheduled arrival at the training center.

(d) Each training center or training center applicant seeking approval for a home study curriculum segment or module must present entrance examinations for approval. The approved exams must be administered during the admission process and proctored by persons designated by the training center. Criteria for the exams are:

i. All exams require a minimum uncorrected passing score of 80%;

ii. Five different versions of the examination must be available for testing unless test questions can be randomly selected from an approved pool of potential questions;

iii. Multiple choice, fill-in-the-blank, short answer, essay, and matching items testing are all acceptable testing methods;

iv. True or false questions are discouraged; and

v. Examinations may not be conducted as take-home examinations.

(e) Students not meeting a minimum score of 80% on this home study course must accomplish the entire ground-school.

(f) Each training center with home study approval must maintain records that show:

i. The effectiveness of the home study.

ii. The version of the exam.

iii. The student responsiveness.

C. Courseware.

(1) Pictorial Courseware for Preflight Training, Checking and Testing. In order to conduct 100% training, testing, and checking curricula, a training center must have approved pictorial courseware for each curriculum in which it is used for preflight instructing, checking, or testing. Pictorial courseware for preflight training, checking, and testing must be approved by the TCPM. For tracking purposes, TCPMs should require pictorial courseware to be identified with a control number to which approvals are tied. In addition to Exemption 4901, which is specific to flight engineer certification requirements for pictorials, the following guidance for pictorial courseware shall apply:

(a) Strategy for Use of Pictorial Courseware. The strategies for training are different from the strategies for checking and testing when using pictorial courseware. The optimum training results will be achieved through the use of videotape, interactive computer-based instruction, and pictorial displays (i.e., pamphlets and murals). To allow for positive learning transfer, the trainee should view preflight items in the same configurations as they would be viewed when using a static airplane. However, it is also beneficial to discuss abnormal conditions in training. As for checking and testing, slides are the most effective pictorial courseware. When used during checking and testing, pictorials should include abnormal conditions in a sufficient number to permit a reliable evaluation of the applicant's preflight ability.

(b) General Characteristics. The following are desirable characteristics of pictorial means courseware:

i. A sufficient number of pictures to portray the location and detail of preflight inspection items.

ii. Capability for random, rapid access to any picture.

iii. Still and motion pictures.

iv. Distant and close-up pictures.

v. Pictures of each passenger compartment and each preflight inspection item.

vi. Depiction of normal and abnormal conditions.

vii. Sequence of pictures should match the sequence of the preflight inspection.

viii. Incorporation of models, mock ups, components, cutaways, and expanded views.

(c) Specific Characteristics.

i. Pictorial courseware should maintain enough pictures to permit varying the preflight items covered in practical tests.

ii. The aircraft should be shown in a typical prior-to-flight condition, which may include the support people and equipment, (i.e., fueling, cleaning, and catering) normally associated with flight preparation.

iii. Nothing should obstruct the view of the preflight item (jetways, fuel trucks, workstands, etc.).

iv. The pictorial series should feature the same or identical aircraft. In some cases use of a dissimilar aircraft may be justified to depict differences. Pictures should be representative of the specific aircraft in which the pilot certification will be conducted. For example, slides of a B-737-300 are not representative and should not be used for training or testing in a B-737-200 curriculum; and vice versa.

v. Text or voice manuscript should be available for, and match, each picture.

vi. The courseware should be high quality, and projection equipment should have random and rapid access capability. Examples of unacceptable quality include low resolution copier-machine copies of photographs, videotape systems without random and rapid access capability, or any other pictorial system that is markedly inferior to use of a static airplane.

vii. Pictures used for training should include some that also will be used for checking or testing. However, pictures used for checking or testing should include some not seen during training.

viii. For checking and testing, abnormal features should not be shown in pictures intended to depict normal aircraft conditions.

ix. Enough pictures of abnormal conditions should be maintained to permit comprehensive coverage. In particular, pictures should include those abnormal conditions which are likely to be encountered during preflight inspection and those which are potentially unsafe.

x. Unless an abnormal condition is intentionally depicted for checking and testing, pictorials illustrate as follows:

1. All permanent parts should be in place and in normal condition, such as windows and doors, windshield wipers, antennas, etc.;

2. All removable parts such as engine cowls and access panels should be in place and in normal condition (engine inlets should be shown with covers removed);

3. Aerodynamic surfaces, wheel well doors, flaps, slats, and other devices should be in configuration that they normally in prior to flight; and

4. People and equipment associated with assembly or maintenance work should not be in the illustration.

(d) Standard References. The preflight procedures contained in the FAA-approved Airplane Flight Manual (AFM) or Rotorcraft Flight Manual (RFM) are the standard references for the preflight visual inspection. They are primary for determining essential preflight items and the sequence in which those items should be inspected.

(2) Lesson Plans.

(a) Each training center or training center applicant must have lesson plans to implement each syllabus and curriculum.

(b) While there are no specific requirements for approval or acceptance of lesson plans, they are the indicators that the instruction will flow in a logical sequence and in concert with the other training aids. Deficient lesson plans are subject to the revision provisions of 14 CFR part 142 § 142.37(e) and (f).

(3) Flight Event Descriptions (commonly called profiles or flight maneuvers and procedures document).

(a) Must be provided for each training program.

(b) Should follow the guidelines in FAA Order 8400.10, volume 3, chapter 2, section 2;

(c) Are accepted only as an integral part of the overall training program subject to the revision provisions of 14 CFR § 142.37(e) and (f);

(d) Must comply with all limitations of the AFM or RFM; and

(e) Must comply with and be consistent with requirements and conditions of the PTS and 14 CFR.

(4) Aircraft Operating Manuals, Checklists, and Quick Reference Handbooks (QRH).

(a) Part 142 does not require manual(s) in the sense that part 121, subpart G does. There is no specific requirement for a General Operations Manual or Aircraft Operating (or Operations) Manual.

(b) The training center applicant should use as the basic reference the FAA-approved AFM or RFM for systems information, description, operation, performance planning, checklists, and weight and balance.

(c) The FAA accepts rather than approves the other documents, except for the AFM or RFM and their contents.

(d) The aircraft operating checklists used in flight simulators, FTDs, and aircraft, in approved training center programs must be accepted as courseware for use in those programs. A variety of revised checklists have been presented to training center instructors by trainees as a result of an operator's desire to simplify or improve the manufacturer's checklist, or to match equipment added or changed in their aircraft, or for fleet standardization. These revisions have not always been in the best interest of safety, as removing, moving, or adding an item can create an unintentional unsafe result. It is, however, acknowledged that training with the checklist that the client commonly uses is the most effective method of training. Should the training center choose to accommodate an operator by permitting the use of a non-standard checklist, the training center must complete a checklist review in sufficient time, as determined by the TCPM, for the TCPM to review and accept the checklist as program courseware.

i. The training center must complete the following prior to submitting a non-standard checklist to the TCPM for use in an approved program.

1. Select as checklist evaluators persons with expertise appropriate to the aircraft and equipment installed (i.e., TCE, manufacturer of aircraft, and/or installer of non-standard equipment).

2. Provide a list of subject matter experts used in the evaluation and review.

3. Indicate in writing that the checklist contains the items found in the AFM, and identify differences, including changes, additions, or deletions.

4. Provide a written statement that indicates that this checklist will not be contrary to any regulations, will not jeopardize safe operations of the aircraft, and will not facilitate any negative transfer of learning.

ii. The TCPM must agree, and state to the training center in writing that, this checklist has been reviewed and is accepted for use as courseware, in the center's training program. Should the TCPM be unqualified in the aircraft, and for whatever reason, lack the expertise to conduct a review of this type, support should first be sought within the office. To act in an advisory capacity, additional subject matter experts on particular aircraft make/model/series can be found within our flight operations inspector ranks, the Flight Standards Inspector Resource Program, and the Flight Standards Aircraft Evaluation Groups (AEG).

(5) Workbooks and Handouts. Are accepted only as an integral part of the overall training program subject to the revision provisions of 14 CFR § 142.37(e) and (f).

(6) Computer Software Programs, Audiovisual Programs, and other Courseware. Are accepted only as an integral part of the overall training program subject to the revision provisions of § 142.37(e) and (f).

D. Facilities. Each training center and training center applicant must have a training room, training booth, or other space used for instructional purposes that is heated, lighted, and ventilated to conform to local building, sanitation, and health codes. Each training facility must provide students with an environment free from the distraction of other classrooms or flight and maintenance operations on the airport.

E. Flight Training Equipment. Each training center's flight training equipment must be adequate to support the curriculum goals. The FAA will evaluate and approve flight training equipment before approval of a training curriculum.

(1) Flight Simulators. Flight simulators must meet and maintain the standards under which they were originally qualified (i.e., under the provisions of AC 120-40, Airplane Simulator Qualification). The national simulator program staff will qualify flight simulators before approval by the TCPM.

(2) Flight Training Devices.

(a) Levels 6 and 7 FTDs. These devices must meet and maintain the qualification standards set forth in AC 120-45, Airplane Flight Training Device Qualification. The national simulator program staff will qualify these devices before approval by the TCPM.

(b) Levels 1 Through 5 FTDs. These devices are approved by the TCPM in accordance with a qualification test guide submitted by the training center and accepted by the National Simulator Program Manager (NSPM). Each device must meet and maintain the qualification standards set forth in AC 120-45A.

(3) Aircraft. Each training center certificate holder must maintain and inspect each aircraft IAW part 91, subpart E, an approved maintenance and inspection program, or the equivalent maintenance requirements of the country of registry. Each holder of, or applicant for, a training center certificate must ensure that each aircraft that it uses, or proposes to use, must be equipped to conduct all maneuvers and procedures required by the approved training program in which it is to be used.

F. Training Center Personnel.

(1) Each training center must have adequate personnel necessary to accomplish training objectives.

(2) Persons who conduct training directly with a student must be able to read, write, understand, and fluently speak the English language.

G. Instructor and Evaluator Qualifications and Training.

(1) Part 142, subpart C, outlines the prerequisites, training requirements, operating procedures, and limitations of training center instructors for other than parts 121, 125, and 135 certificate holders.

(2) Each Training Center Evaluator (TCE) must be qualified as an instructor before becoming eligible for designation as a TCE. Each TCE used in an air carrier program must meet eligibility, training, and qualifications of the appropriate regulations. See Order 8700.1, volume 2, chapter 152, section 1, paragraph 3 for training and designation as a TCE.

(3) Each instructor must meet the eligibility requirements of 14 CFR part 142 § 142.47.

(4) Each instructor must meet the prerequisites for the position and complete the appropriate training program in which that individual will instruct.

(5) Each instructor must be individually approved by the training center for use in each training course assigned. The training center applicant or certificate holder must identify and document the duties of each instructor: for example, ground instructor, Learjet initial and recurrent; flight simulator instructor, initial and recurrent, B-727; or airplane flight instructor, initial and recurrent, B-727.

(6) Before functioning as an instructor in a curriculum, an instructor must be appointed and authorized by the training center, in writing, to instruct in the curriculum(s) to which assigned.

(7) Instructors for contracting part 121 or 135 operators must meet the eligibility, training, and qualifications requirements of those parts, as applicable.

(a) Each instructor used in a part 121 training program must, as a minimum, meet the following requirements:

i. Meet the prerequisites for the position,

ii. Be trained in accordance with 14 CFR §§ 121.402, 121.412, and 121.414 for the part 121 training program in which that individual will instruct, and

iii. Complete the appropriate training program in which that individual will instruct.

(b) Each instructor used in a part 135 training program must, as a minimum, meet the following requirements:

i. Meet the prerequisites for the position,

ii. Be trained in accordance with 14 CFR §§ 135.324, 135.338, and 135.340 for the part 135 training program in which that individual will instruct, and

iii. Complete the appropriate training program in which that individual will instruct.

(8) All instructors must complete an instructor training program that has been approved by the TCPM. The program must include the initial and recurrent training and testing requirements of part 142, subpart C. Subpart C allows the FAA to give credit for completion of a part 121 or 135 instructor training program if the FAA determines that the course meets the requirement of part 142, subpart C. Before an applicant for, or holder of, a training center certificate initially designates an instructor, each instructor must complete at least 8 hours of ground training provided by that training center. Instructor training must include these following subjects:

(a) Instruction methods and techniques.

(b) The fundamental principles of the learning process.

(c) Training center policies and procedures.

(d) Instructor duties, privileges, responsibilities, and limitations.

(e) Proper operation of simulation controls and systems.

(f) Proper operation of environmental control and warning or caution panels.

(g) Limitations of simulation.

(h) Minimum equipment requirements for each training curriculum.

(i) Revisions to the training curriculum(s).

(j) Crew resource management (CRM) and crew coordination.

(9) Instruction in the subjects in subparagraphs (a) and (b) above may be waived by the TCPM for:

(a) Instructor applicants who hold a current teacher's certificate, or its equivalent (issued by a state, county, or city), that authorizes that person to teach in a junior or senior high school;

(b) A person regularly employed as an instructor in an accredited college or university; or

(c) Holders of a flight or ground instructor certificate.

(10) Each instructor must satisfactorily complete a written test on the subjects listed under paragraph 3G(8)(a) through (j), above. The test must be comprised of questions that are equivalent in difficulty, complexity, and scope to those specified by the FAA for the flight instructor-airplane and instrument flight instructor knowledge tests. The certificate holder must ensure that the following

conditions are met for each person employed as a flight simulator instructor.

(a) Each person must satisfactorily complete an approved course of flight simulator training and an approved course of ground instruction which must include the following, as applicable, to the training courses the instructor is authorized to instruct:

i. Proper operation of flight simulator and FTD controls and systems;

ii. Proper operation of environmental and fault panels;

iii. Limitations of simulation;

iv. Minimum equipment requirements for each course of training;

v. Performance and analysis of flight training procedures and maneuvers applicable to the courses that the instructor is authorized to instruct;

vi. Technical subjects covering aircraft subsystems and operating rules applicable to the courses that the instructor is authorized to instruct;

vii. Emergency and abnormal operations; and

viii. Appropriate safety measures.

(b) Prior to instructing in a class, each instructor candidate must satisfactorily demonstrate to an authorized evaluator, one who satisfies the requirements of part 142, § 142.47, or FAA inspector knowledge of, and proficiency in, instructing in a representative segment of each course of training for which that instructor is authorized to instruct.

(11) Every 12 calendar months, beginning the first day of the month following an instructor's initial authorization, each instructor must accomplish the items listed below.

(a) The instructor must complete 4 hours of ground training on the subject matter listed under paragraph 3G(8)(a) through (j).

(b) The instructor must satisfactorily pass a knowledge test on the subjects listed under paragraph 3G(8)(a) through (j).

(c) The instructor must demonstrate the following abilities:

i. The instructor must be able to pilot the flight simulator in each maneuver, procedure, and crewmember function authorized to be taught.

ii. The instructor must be able to instruct each maneuver, procedure, and crewmember function authorized to be taught. The demonstration of instructing ability must be performed from the instructor panel in a flight simulator representing each type of aircraft in which the individual will instruct.

iii. The instructor may accomplish the pilot and instructor demonstrations with an FAA inspector or a TCE authorized for this purpose.

iv. The inspector or designated evaluator who conducts the evaluations required under paragraph 3G(11)(c)i and ii must evaluate each maneuver and procedure listed in the appropriate PTS.

v. At his or her discretion, the inspector or designated evaluator may select other procedures and crewmember functions to ensure that the examinee has the abilities required under paragraph 3G(11)(c)i and ii.

(d) In addition to the requirements listed under paragraphs 3G(8), (10), and (11), the certificate holder must ensure that each instructor who instructs in level C or D flight simulators annually meets one of the requirements listed in 14 CFR § 142.53(b).

(e) An instructor who satisfactorily completes the requirements of this paragraph in the calendar month before or after the month in which it is due, is considered to have taken it when due.

(f) An instructor who has satisfactorily completed an instructor training course for a part 121 or 135 certificate holder may be given credit for satisfying these requirements if the FAA determines that the course meets the requirements of this paragraph.

(g) Except as required by 14 CFR § 142.47(a)(5)(ii), each flight instructor must hold at least a commercial pilot certificate with appropriate category, class, type, and instrument-airplane ratings or meet the aeronautical experience requirements of 14 CFR § 61.129.

(h) If instructing in a flight simulator that represents an airplane requiring a type rating, or if instructing in a course of training leading to the issuance of an ATP certificate or an added rating to an ATP certificate, each instructor must satisfy one of the two following requirements:

i. Hold an ATP certificate with appropriate category, class, and type ratings, or meet

the aeronautical experience requirements of 14 CFR § 61.159; or

ii. Be currently qualified to instruct under part 121 or 135 in a flight simulator representing the same type airplane.

(i) If instructing in an aircraft from a required crewmember position, each instructor must hold a medical certificate and a current flight instructor certificate with appropriate category, class, and type rating.

(j) Each instructor who instructs in an aircraft must maintain recency of flight experience as required by 14 CFR § 61.57.

(k) Flight simulator instructors who also instruct in an aircraft may maintain recency of flight experience in a flight simulator, as authorized by 14 CFR § 142.63.

H. Advanced Qualification Program (AQP) and Training Centers.

(1) The FAA's goal for the AQP is to improve safety through improved training. The AQP accomplishes this by matching the technology to the training requirements and approving the training program content based on its relevance to operational performance. A training center that applies to offer an AQP curriculum segment for a specific part 121 or 135 air carrier may be approved under Special Federal Aviation Regulation (SFAR) 58 to provide training for that specific carrier. AQP curricula is developed through an alternative approval process. Curriculum development is based on an analysis process using input that incorporates consideration of the PTS and FSB reports. The AQP curricula contains segments that address an air carrier's:

- Training and testing procedures
- Proficiency
- Tracking
- Airmen certification requirements
- Operations

(2) An air carrier certification holder is not required to have a part 142 certificate to conduct AQP training, qualifications, and evaluation for another part 121 certificate holder.

(3) The training center submits the AQP curricula directly to the AQP Branch, AFS-230, at FAA headquarters for review. A copy will also be provided to the TCPM. When an AQP curriculum meets required standards, AFS-230 will provide initial approval after coordination with the TCPM. Copies of the approved AQP curriculum are then returned to the training center and TCPM by AFS-230.

(4) Detailed information about the initial and final approval process for training centers that wish to conduct AQP training is delineated in FAA Order 8400.10, volume 3, chapter 4 or refer to http://www.faa.gcv/avr/aqphome.htm.

I. Permissible Crew Pairings Policy During Training and Checking. Part 135 air carriers often operate with small pilot rosters or with pilots who are widely dispersed. Special crew pairing policy shall apply. This policy allows crew pairings for flight training and/or checking in a simulator at a training center using an appropriate crewmember. An appropriate crewmember must be one of the following:

(1) One of the carrier's line qualified pilots,

(2) A flight instructor (airplane or simulator) or a check airman (airplane or simulator) who is authorized to serve in that air carrier's training program or in an air carrier training program that is essentially similar. Training programs may be viewed as essentially similar when they include the same core curriculum, the same checklists, and the same callouts; and include cockpit configurations, operational procedures, and flight manuals which are compatible in the judgment of the TCPM and the appropriate POI, or

(3) A part 135 air carrier pilot being trained in a training program which is FAA-approved for another part 135 air carrier, but which is otherwise essentially similar. The following conditions apply:

(a) Each air carrier pilot must be trained in accordance with the training program approved by the POI of his/her own air carrier.

(b) Two pilots training for operations with different carriers may be paired provided their respective training programs are essentially similar. Minimum Equipment Lists (MEL), Operations Specifications (OpSpec), and other features specific to each air carrier's operations must be addressed during flight training. When core curricula are not the same, pilots may not be paired; similarly, when operational differences between carriers are too pronounced or too numerous, at the discretion of the POI or TCPM, pilots may not be paired.

(c) When only one pilot is receiving flight training, the other pilot's seat must be occupied by a person who is line qualified or line familiar in the specified duty position (see advisory circular (AC) 120-35, as amended, for definition of terms), unless the flight training is being conducted for single pilot operations.

(d) Pilots must have completed the operator's applicable ground training curriculum segments prior to starting the flight training curriculum segments.

(4) Pairing pilots in flight training and evaluation for operations under different parts. When pilots from different operators are paired in training programs that are essentially similar, the operator-specific features (such as MEL's and OpSpecs) of each operator must be addressed. Pilots in training for part 135 operations should not routinely be paired with pilots training for operations under 14 CFR part 91. These crew pairings should be avoided in favor of the pairings shown above. However, such crew pairings are permissible if the following conditions are met:

(a) The part 91 pilot must conform to the training program of the part 135 pilot in every important respect. Specifically, checklists, profiles, approach procedures and callouts must be those used in the training program of the part 135 pilot (not vice versa), and the part 91 pilot must understand and apply crew resource management (CRM) principles in accordance with the Air Transport Pilot Practical Test Standards.

(b) One final checkride shall be conducted for each part 135 pilot (no progressive checks). When the part 135 pilot's checkride is complete, the provisions in this bulletin no longer apply to that pilot. The part 135 pilot may support the part 91 pilot's training activities as appropriate.

(c) The part 91 pilot must use the part 135 pilot's training program, subject to the concurrence of the TCPM.

(d) The part 91 pilot must have received differences training in the features of the part 135 training program that distinguish it from part 91 training programs. That training should also include the operator's OpSpecs and operational control procedures.

NOTE: In crew pairings involving pilots of different part 135 operators or pilots operating under different operating rules (part 135 and part 91) POIs and TCPMs must be especially vigilant. The part 135 operator's training program must not be distorted or diminished in order to accommodate dissimilar training needs. If the integrity of the air carrier training program can not be upheld the crew pairing must not be permitted.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS. This task will require coordination with National Simulator Program, AFS-205, Advanced Qualification Program Branch, AFS-230, and General Aviation and Commercial Division, AFS-800.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 1380.51, Program Tracking and Reporting Subsystem
- AC 120-53, Crew Qualification and Pilot Type Rating Requirements for Transport Category Aircraft Operated Under FAR Part 121
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- AC 120-45A, Airplane Flight Training Device Qualification
- AC 120-54, Advanced Qualification Program
- AC 120-35B, Line Operational Simulations: Line-Oriented Flight Training, Special Purpose Operational Training, Line Operational Evaluation
- Title 14 CFR part 91, General Operating and Flight Rules, subpart E
- Title 14 CFR part 121, SFAR 58, Advanced Qualification Program
- http://www.faa.gcv/avr/aqphome.htm

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- TBD

3. PROCEDURES.

A. Program Tracking and Reporting Subsystem (PTRS). Open a PTRS record.

B. Training Programs and Curricula.

(1) See the definitions in part 142 or chapter 148. Distinguish actions and content of each document during the review and approval process. (PTRS codes: 1368, 1369, 1370, 1371, 1377, 1378, 1626, 1630, 1646, and 1647.)

(2) Core curriculum.

(a) Review the curriculum for format and content. Ensure that each proposed core curriculum contains the necessary training to meet the knowledge and skill requirements of all Areas of Operation of the PTS as well as any additional special training emphasis areas recommended in FSB reports. Check FSB report recommendations for compliance (Reference: AC 120-53 establishes guidelines for determining the FSB recommendations).

(b) Ensure the core curriculum contains properly named and sequenced segments and modules that address an applicant's training and testing procedures. Refer to FAA Order 8400.10, volume 3, chapter 2 for curriculum design, structure, and nomenclature.

(c) Determine that core curricula clearly and independently achieve part 61, 63, 65, 121, or 135 objectives.

(d) Require clear and concise objective statements.

(e) Use chapter 150, section 1 as a resource and a checklist during the review.

(f) Do not approve brief or debrief time for flight or simulated flight sessions as programmed instruction time.

(g) Count instruction time to determine compliance with maximum duty time per day limits prescribed by 14 CFR § 142.49. Don't count briefing and debriefing times in determining compliance with that limitation.

(h) Return as unapproved for use as a core curriculum, any curriculum that includes training for tasks and circumstances unique to a training center client. Curricula of this type are suitable for specialty curricula only.

NOTE: Figure 150-1 contains a sample core curriculum.

(i) If obvious errors or omissions do not exist, submit the proposed core curriculum to AFS-800 for comments and concurrence with the curriculum approval.

(j) Notify the applicant of any obvious errors or omissions as soon as possible, and offer the applicant an opportunity to amend and resubmit the curriculum.

(k) If the applicant chooses not to amend the curriculum, forward it to the AFS-800 regional representative with the errors or omissions identified and the applicants justification for not amending the curriculum. AFS-800 will review the curriculum for compliance with regulatory requirements, curriculum design guidance, and generally accepted standards, and provide the certifying Flight Standards District Office with a recommendation to approve or disapprove.

(l) When approved, stamp the List of Effective Pages page of the curriculum FAA-approved and affix an original signature, title, and date if the applicant presents such a page. If it does not, stamp each page FAA-approved and affix an original signature, title, and date.

(m) Include curricula in Training Specifications B001, B002, B003, B004, B005, B006, B011, or B012, as applicable.

(3) Specialty Curricula.

(a) Review the specialty curriculum for format and content.

(b) Use chapter 150, section 1 as a resource and a checklist during the review.

(c) Require clear statements of objectives.

(d) If obvious errors or omissions exist, notify the applicant as soon as possible and offer the applicant an opportunity to amend and resubmit the curriculum.

(e) If the applicant chooses not to amend the curriculum consider it disapproved and cease activity on this task.

(f) If obvious errors or omissions do not exist in the proposed specialty curriculum, approve the curriculum and issue the attendant Training Specifications.

(g) If the applicant presents a page titled, List of Effective Pages, stamp it FAA-approved, and affix to it an original signature, title, and date. If it does not provide such a page, stamp each page FAA-approved, and affix an original signature, title, and date.

(h) Include specialty curricula in Training Specifications B001, B002, B003, B004, B005, B006, B011, or B012, as applicable.

(4) Courseware.

(a) Pictorial Courseware for Preflight Training and Testing.

i. Prior to approving any curriculum for 100% training and testing in a simulator, evaluate and approve the pictorial courseware for preflight instruction and testing.

ii. Apply the guidance in chapter 150, section 1 as a checklist during evaluation and approval of pictorial preflight courseware.

iii. As a standard, reference the FAA-approved AFM or RFM for essential preflight visual inspection items and the sequence for inspecting those items. Ensure that the checklists used by the trainee are accepted by the FAA.

iv. For optimum effective training strategies, ensure that the pictorial preflight courseware used in training is different from that used in testing. In general, approve only courseware which features static pictorial displays (pamphlets, murals, etc.), videotape, and interactive computer-based instruction systems in training, and approve predominately slide pictorials for testing.

v. Ensure that the trainee generally views preflight items in normal configurations during training.

vi. Ensure that abnormal conditions are introduced during testing, in a sufficient number to permit a reliable evaluation of the applicant's preflight ability.

(5) Lesson Plans.

(a) Ensure that the holder of, or applicant for a certificate has lesson plans that:

i. Support the curriculum with appropriate content and time;

ii. Indicate times that equal or exceed the times approved for each curriculum and curriculum segment;

iii. Address all elements and events specified in the curriculum;

iv. Implement each syllabus and curriculum;

v. Shows the flow of instruction in a logical sequence and in concert with other training aids; and

vi. Treat deficient lesson plans IAW the revision provisions of 14 CFR § 142.37(e) and (f).

(6) Flight Event Descriptions.

(a) Review the following requirements and conditions prior to acceptance:

i. General compliance with the guidelines in FAA Order 8400.10, chapter 2, section 2.

ii. Compliance with all limitations of the applicable AFM or RFM.

iii. Consistency with requirements and conditions of the PTS and 14 CFR.

(b) Flight events are accepted only as an integral part of the overall training program. They are subject to the revision provisions of 14 CFR § 142.37(e) and (f).

(7) Aircraft Operating Manuals, Checklists, and QRHs.

(a) Note that part 142 does not require manual(s) in the sense that part 121, subpart G does. There is no specific requirement for a General Operations Manual or Aircraft Operating/Operations Manual. Accept all the items mentioned in this paragraph instead of approving them.

(b) Ensure that the certificate holder uses the FAA-approved AFM or RFM as the basic reference for systems information, description, operation, performance planning, checklists, and weight and balance.

(c) Ensure that the only checklists used during training are manufacturers checklists or FAA accepted checklists.

(8) Workbooks and Handouts.

(a) Ensure that these materials match the type airplane that is the subject of the curriculum. Aids, films, audiovisuals, illustrations, etc., cannot be of another airplane built by the same manufacturer.

(b) Accept workbooks and handouts only as an integral part of the overall training program subject to the revision provisions of 14 CFR § 142.37(e) and (f).

(9) Computer software programs, audiovisual programs, and other courseware. Accept programs and courseware of this type only as an integral part of the overall training program subject to the revision provisions of 14 CFR § 142.37(e) and (f).

(10) Facilities.

(a) Ensure that each training room, training booth, or other space used for instructional purposes is heated, lighted, and ventilated to conform to local building, sanitation, and health codes.

(b) Ensure that the training facility provides students with a learning environment free of distractions such as instruction conducted in other rooms or flight and maintenance operations on the airport. (PTRS codes: 1371 and 1647.)

(c) Authorize satellite training centers in Training Specification B008 and remote training centers in Training Specification B009.

(11) Flight Training Equipment. Evaluate and approve flight training equipment before approving the training curriculum. Include it in recurring inspector work programs. (PTRS codes: 1351 and 1630.)

(a) Flight Simulators.

i. Before beginning approval, determine that AFS-205 has qualified the simulators the applicant proposes to use. If the simulator to be used is new to the location, contact AFS-205 to effect simulator evaluation and qualification.

ii. Evaluate and qualify each proposed circling approach combination of instrument approach procedures (IAP) and landing runway. Approve those that meet the criteria of ATP PTS task V E 7. Authorize circling approaches only by pair combinations in the Training Specifications.

NOTE: The criteria for performing a circling approach during a certification flight (PTS) is different than the criteria for establishing terminal instrument procedures (TERPS). The PTS requires evaluation of circling approaches to a landing runway heading that is at least 90 degrees to the final approach course. TERPS criteria requires publishing a circling approach when there is more than a 30 degrees course difference between the landing runway and the course at the final approach fix position.

iii. Evaluate each airport visual scene and approve it if it reasonably replicates the runway, taxiway, and associated markings that it represents.

AC 120-40 indicates the approval criterion for qualification of a flight simulator at a particular level as follows: at a minimum, accurate replication of the runway visual scenes of three of the runways to be presented during training and checking.

iv. Include flight simulators in Training Specifications A015 and D002, D003, and D004, as applicable.

(b) Flight Training Devices.

i. Levels 6 and 7 FTDs.

1. Before beginning approval, determine that AFS-205 has qualified the FTDs that the applicant proposes to use.

2. If the FTD is new, contact AFS-205 and schedule the FTD evaluation and qualification.

3. Include Levels 6 and 7 FTDs in Training Specification A016 and D005.

ii. Levels 2 Through 5 FTDs.

1. For new Level 5 FTDs contact AFS-205 and schedule a FTD evaluation and qualification, or you may refer to the Qualification Process Flow Chart on the National Simulator Team website at <www.faa.gov/nsp>.

2. Evaluate and approve Level(s) 2 through 5 FTDs in accordance with an approval test guide submitted by the training center and accepted by the National Simulator Program Manager (NSPM).

3. Ensure that each device meets the qualification standards, and will apparently maintain those standards set forth in AC 120-45.

4. Modifications to existing model FTD Levels 1 through 5 are made IAW AC 120-45, paragraph 8. Prior to issuing authorization to use modified FTDs, Levels 1 through 5, qualify and approve the devise and provide the information listed below to AFS-800 in memo form:

(aa) The name and address of the FTD manufacturer.

(bb) The make/model, and date of manufacture.

(cc) The Level(s), 1 through 5, for which the device is qualified.

(dd) The specific maneuvers and/or procedures for which the device is authorized for use.

5. Do not authorize qualified and approved Level 1 through 5 FTDs for use until the information listed above has been recorded by AFS-800.

6. Include these FTDs in paragraphs A016 and D005 of the Training Specifications.

iii. Level 1 FTDs.

1. Approve as level 1 FTD those devices found acceptable by the FAA prior to August 2, 1996, provided:

(aa) AFS-800, or its predecessor offices issued a letter authorizing the use of the candidate Level 1 FTD.

(bb) The requirements of 14 CFR § 61.4(b) are met for the continued use as a level 1 FTD.

2. Comply with the reporting requirements of FAA Order 8700.1, volume 2, chapter 34 regarding their use.

3. Use the previously reserved Level 1 classification for FTDs to identify these devices.

4. Ensure that all new FTDs manufactured or placed into service after August 6, 1996 are ineligible for conferred status as a Level 1 FTD and are evaluated, qualified, and approved under the regulations which apply at the time.

5. Include these FTDs in paragraph A016 and D005 of the Training Specifications.

6. AFS-800 will maintain a list of all FTDs qualified as Level 1 and approved for use. This action is necessary to ensure that AFS is able to satisfy its oversight responsibilities in providing clear and effective national policy guidance for both agency and the users of Level 1 FTDs.

(c) Aircraft.

i. Ensure that each aircraft will be maintained and inspected in accordance with part 91, subpart E, an approved maintenance and inspection program, or the equivalent maintenance requirements of the country of registry. Seek the assistance of an Airworthiness Inspector in making this determination if desired.

ii. Ensure that each aircraft is equipped to conduct all maneuvers and procedures required by the approved training program in which it is to be used.

iii. Include aircraft and inspection programs, as appropriate, in Training Specifications A003, D001, and D073.

(12) Instructor (including Evaluator) Qualifications and Training.

(a) During the demonstration and inspection phases of the certification, conduct observations and record checks (PTRS codes: 1368, 1370, 1621, 1646, and 1650).

(b) Instructor records must indicate the following:

i. Each instructor is at least 18 years of age and is able to read, write, speak, and understand the English language.

ii. Each instructor candidate before functioning as an instructor in a curriculum meets the eligibility requirements of 14 CFR § 142.47.

iii. Each instructor is appointed and authorized by the training center, in writing, to instruct in the curriculum(s) to which they are assigned.

iv. Each person instructing in a course that leads to the issuance of an ATP certificate or a type rating at the ATP level holds an ATP certificate with a type rating in that aircraft, or meets the aeronautical experience for the issuance of that certificate and rating. (PTRS code: 1650.)

v. Instructors for contracting part 121 or 135 operators meet the applicable eligibility, training, and qualification requirements of those parts. All instructors read, write, understand, and fluently speak the English language.

NOTE: There is no requirement for a simulator only instructor to hold any grade of medical certificate.

(c) Conduct initial and annual instructor proficiency tests as described by 14 CFR § 142.53(a)(1).

(d) Conduct proficiency checks and observations of proposed evaluators, if any, who may be designated to conduct proficiency checks as described by 14 CFR § 142.53(a)(1).

(e) Designate evaluators who will conduct the instructor proficiency tests described by 14 CFR § 142.53(a)(1).

(f) Review and approve the instructor written test required by 14 CFR § 142.47.

(g) Issue Training Specification A013 allowing all authorized instructors to be named on a list that will be maintained as specified in Training Specification A013.

(h) Include TCEs in Training Specification A012.

(13) AQP in Training Centers.

(a) See FAA Order 8400.10, volume 3, chapter 4 for detailed information about the initial and final approval process for training centers that wish to conduct AQP training.

(b) Accept requests for new or amended AQP curricula from either of the following:

i. A training center applied to AFS-230 to establish or change a provisional AQP, or

ii. A training center is required by AFS-230 to revise its existing AQP, based on training techniques, aviation technology, aircraft operational history, or operator performance.

(c) Phased Review Process. As a part of the phased review process, participate with AFS-230 in a review and analysis of the AQP curriculum or curriculum segments. The phased review process is delineated in FAA Order 8400.10, volume 3, chapter 4, section 2.

(d) Approval. Upon AFS-320 notification of provisional approval or final approval of an AQP program, add Training Specification A013.

NOTE: The provisional approval and final approval process described above apply only to approval of an AQP curriculum or part of an AQP curriculum. Part 142 specifically excludes provisional approval of the air agency certificate or any other approvals under that part.

C. PTRS and VIS. Make final VIS entries and close PTRS records.

4. TASK OUTCOMES.

A. Approve or accept, as appropriate, curriculum, flight training equipment, personnel, supporting courseware, and overall training program that leads to the issuance of each new certificate or reissuance of a foreign training center certificate. Issue or amend the Training Specifications, according to the approval granted.

B. Deny a training center certificate, or reissue of a foreign training center certificate.

C. Deny a requested amendment to the Training Specifications.

D. Amend Training Specifications to reflect actual capability of a training center certificate holder.

5. FUTURE ACTIVITIES.

A. Conduct ongoing surveillance in accordance with chapter 153.

B. Amend Training Specifications as indicated by surveillance and at the approved request of the certificate holder.

C. For Foreign training centers, plan annual re-certification activities, with emphasis on records of compliance.

FIGURE 150-1
SAMPLE CORE CURRICULUM

CORE CURRICULUM – OVERVIEW

This course will qualify the candidate for an Airline Transport Pilot certificate with a Boeing B727 type rating or on their current certificate a Boeing B727 type rating, as specified under 14 CFR part 61.

Documentation of the student's enrollment qualifications will become a permanent part of the students training records. Barrett's Airline Training Center will review the applicant's records, and determine what (if any) limitations are to be placed on the issuance of the Boeing B727 Type Rating. A summary will be presented to the FAA or Evaluator as part of the training records to validate the program of instruction and what if any limitations are to be placed on the issuance of the Boeing B727 Type Rating.

This curriculum identifies the elements of instruction, and takes into consideration the candidates experience level as a factor for establishing training hour requirements for instruction. The elements of instruction and the students' ability to progress to the standards as prescribed by the FAA in the focal point of this curriculum. The curriculum outlines a course of instruction designed to take advantage of the current level of simulator sophistication to maximize the training environment and establishing a high degree of pilot proficiency in a safe and economical manner. Each student enrolled in this course will meet the minimum eligibility requirements, aeronautical knowledge, and aeronautical experience specified in 14 CFR part 61 subpart B, F, or G as applicable.

More detailed lesson plans will be prepared, for each lesson based on the lesson plan elements of instruction in this curriculum. The lessons may be adjusted consistent to the simulators utilized for training, based on data loaded in that particular simulator. A more detailed lesson guide is published in the Instructors Manual for this course. The instructor will adjust the areas of emphasis during the proficiency phase to take into consideration varying levels of individual student performance. No student will have finished this course of instruction or will the student be recommended for the evaluation phase unless the student demonstrates a satisfactory level of performance.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

CURRICULUM: BOEING B727 TYPE RATING

6. PREREQUISITES FOR ENROLLMENT. The trainee shall hold a commercial pilot certificate with instrument rating before receiving training and testing required by Title 14 of the Code of Federal Regulations (14 CFR), and the trainee shall meet the requirements of 14 CFR Section 61.31(f), 61.63, 61.155, or 61.157, as applicable. Training will be entirely in a Level C or Level D flight simulator subject to the following limitations.

A. **Primary Prerequisites** – Certificate with no limitations:

(1) Trainee shall hold a type rating for a turbojet airplane of the same class, or have been appointed by a military service as a pilot-in-command (PIC) of an airplane of the same class for which turbojet airplane type rating sought; or

(2) Trainee shall have at least 2,000 hours of actual flight time, of which 500 hours must be in turbine-powered airplanes of the same class as the rating sought; or

(3) Trainee shall have at least 500 hours of flight time in the same type airplane as the rating sought; or

(4) Trainee shall have at least 1,000 hours of flight time in at least two different airplanes requiring a type rating.

B. **Alternate Prerequisites** – Certificate subject to pilot in command limitations for the additional rating. (15hrs): (one of the following)

(1) If the applicant holds a type rating in a propeller-driven airplane.

(2) Since the beginning of the 12th calendar month before the month in which the applicant completes the practical test for the additional rating has logged.

- At least 100 hours of flight time in the same class as the airplane for which the type rating is sought and which requires a type rating, and
- At least 25 hours of flight time in the airplanes of the same type for which the type rating is sought.

C. **Alternate Prerequisites** – Certificate subject to pilot in command limitations, for the additional rating. (25hrs).

- The applicant must complete the Part 142, Barrett's Airline Training Center program, including all training and testing.

2. CURRICULUM OBJECTIVES. The primary objective is to provide the trainee with the knowledge and skills necessary to obtain a Boeing B727 Type Rating and ATP certificate as applicable.

3. CURRICULUM SEGMENTS.

CURRICULUM SEGMENTS	TIME REQUIRED
Home Study	40.0 Hours
Ground	65.0 Hours
Flight	25.0 Hours
Flight (Student not paired)	15.0 Hours

FIGURE 150-1

SAMPLE CORE CURRICULUM -- Continued

4. COMPLETION REQUIREMENTS. All students must meet the curriculum objectives by satisfactorily completing all segments.

- 40 Hours of FAA approved Home Study (verified and tested prior to start of ground school)

5. BOEING B727-200 TYPE RATING, 14 CFR PART 61.

GROUND TRAINING HOURS:	Home Study	40.0
	Classroom Lecture, Video	65.0
	Total Hours	105.0

A. HOME STUDY TRAINING MODULES:

Table 1:

HOME STUDY MODULE	HOME STUDY MODULE
AIRPLANE GENERAL	FLIGHT INSTRUMENTS
AIR CONDITIONING AND PRESSURIZATION	FUEL
AUTO FLIGHT	HYDRAULICS
AUXILIARY POWER UNIT	ICE AND RAIN PROTECTION
COMMUNICATIONS	LANDING GEAR
ELECTRICAL & LIGHTING	NAVIGATION
EMERGENCY EQUIPMENT	PNEUMATIC SYSTEMS
FIRE PROTECTION	POWER PLANT
FLIGHT CONTROLS	WARNING SYSTEMS

B. GROUND TRAINING MODULES:

Table 2:

TRAINING MODULE #	TRAINING MODULE #
TM1	TM17
TM2	TM18
TM3	TM19
TM4	TM20
TM5	TM20
TM6	TM22
TM7	TM23
TM8	TM24
TM9	TM25

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

Table 2: -- Continued

TRAINING MODULE #	TRAINING MODULE #
TM10	TM26
TM11	TM27
TM12	TM28*
TM13	TM29*
TM14	TM30*
TM15	TM31*
TM16	TM32*

* Conducted using a combination of classroom, system boards, CPT, and/or FTD.

C. FLIGHT TRAINING MODULES AND HOURS:

Table 3:

TRAINING MODULE #	HOURS	STUDENT NOT PAIRED
FTM1	4.0	2.0
FTM2	4.0	2.0
FTM3	4.0	2.0
FTM4	4.0	2.0
FTM5	4.0	2.0
FTM6 (LOFT)	4.0	4.0
FTM7 PRACTICAL TEST	2.5**	2.5**
TOTAL HOURS	26.5	16.5***

** Time required may vary at the discretion of the evaluator.
*** If a single PIC crewmember is being trained, Pilot At Controls (PAC), total time for that person will not be less than 15:00 hours, not including the Practical Test. During all 4 hours of the LOFT the single student will be (PAC). The required additional time will be added to one of the FTMs.

NOTE: Completion of Ground and Flight Training Modules satisfies the training requirements for removal of a centerline thrust limitation. (If applicable.)

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

AIRCRAFT GROUND TRAINING CURRICULUM SEGMENT

Section 1.

1. GROUND TRAINING COURSE OBJECTIVES. The primary objective of aircraft ground training is to provide flight crewmembers with the necessary knowledge of understanding the functions of aircraft systems, the use of the individual system components, the integration of those aircraft systems, and pertinent operational procedures. Upon completion of specific ground training curriculum segments, the student will be sufficiently prepared to enter the flight training curriculum segment. Aircraft ground training is conducted by using the following media: classroom instruction, computer-based instruction, ground training devices, flight training devices (FTD), flight simulators, and static aircraft. The student will obtain the necessary aeronautical knowledge required for the airline transport pilot rating, and of the aircraft, equipment, performance, and limitations of the Boeing B727.

2. GROUND TRAINING COURSE COMPLETION STANDARDS. The student will demonstrate through a knowledge test and final written exam, scored 80% or better, that they have the knowledge necessary to pass a FAA knowledge test. Completion standards based on 14 CFR Part 61, and the Airline Transport Pilot and/or Type Rating, Practical Test Standards, on the Boeing B727 aircraft.

Phase 1--Aircraft Systems.

Aircraft General Description
Air-conditioning/pressurization
Automatic Flight
Auxiliary Power Unit
Communication
Electrical Systems
Emergency Equipment
Fire/overheat Protection
Flight Controls
Flight Instrumentation
Fuel System
Hydraulic Power
Ice And Rain Protection
Landing Gear/brakes
Navigation/flight Management
Oxygen System
Pneumatics
Powerplant
Warning Systems

Phase 2--General Operational Subjects.

Preflight Inspection
Weight And Balance
Aircraft Performance And Flight Planning
Aircraft Operating Manual
Faa-approved Flight Manual
Quick Reference Handbook (Boeing QRH)
Adverse Weather Practices
Communication And Navigation Equipment‘
Crm (8 Hours)
High-altitude Physiology

Phase 3--Aircraft Systems Integration *

Cockpit Familiarization And Flow Patterns
Use Of Checklist--normal Operating Procedures
System Emergency Procedures
Emergency Training And Emergency Evacuation

***** Aircraft Systems Integration training will be conducted using a combination of classroom, cockpit procedures training devices, system boards, and/or FTD.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

3. AIRCRAFT GROUND TRAINING

A. AIRCRAFT SYSTEMS.

(1) Air-conditioning/Pressurization.

- General Description
- Automatic Mode
- Standby Mode
- Manual AC
- Manual DC
- Air-conditioning Packs
- Ram Air System
- Equipment Cooling
- Limitations
- Controls and Indicators

(2) Automatic Flight.

- General Description
- Operating Limitations
- Controls and Indicators
- CWS
- Auto Throttle
- Flight Director
- Electrical power loss
- Hydraulic power loss
- Yaw Damper

(3) Auxiliary Power Unit.

- General Description
- Fire Protection
- APU Doors
- APU Fuel and Control system
- Controls and Indicators
- Automatic Shutdown
- Exterior Shutoff
- Operating Limitations

(4) Communication

- General Description
- Controls and Indicators
- Audio Selector Panel
- PA
- Interphone/Ground call
- VHF
- Selcal/ACARS
- CVR
- Jump Seat
- Speakers and Headsets

(5) Electrical Systems.

- General Description
- System concept
- Controls and Indicators
- AC power
- DC power
- Battery Power
- Fault protection
- Standby power
- Ground power
- Non-powered operations (fueling and fire protection)

(6) Emergency Equipment.

- Location and purpose of each item
- Oxygen Masks and regulators
- Emergency lights and exits
- Emergency evaluation routes
- Cockpit Escape Rope
- Overwing Escape Tape
- Emergency Evacuation Devices
- Oxygen Bottles
- PBE – Protective breathing equipment
- First Aid Kits
- Crash Ax
- Fire Extinguishers
- Escape Slides

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

(7) Fire Protection.

- Controls and Indicators
- System Description
- Overheat and Fire protection panel/ switches and lights
- APU ground panel
- Wheel well fire protection
- Power source for detection and protection
- Engine Fire Extinguisher System
- Extinguisher bottle location
- APU Fire Handle in Wheel Well
- Lavatory Fire Extinguishing System
- Compartment Fire Classification A, B, C, D, & E

(8) Flight Controls.

- General Description
- Flight Controls Surfaces Locations
- Roll Control
- Pitch Control
- Yaw control Controls and Indicators
- High Life Devices
- Flight Control Panel
- Rudder and Yaw
- Stabilizer Trim Controls
- Speedbrake Controls and Indications
- Trailing Edge Flap Controls and Indications
- Leading Edge Devices and Indications
- Alternate Flap Extension
- Limitations

(9) Flight Instrumentation.

- Controls and indicators
- General
- Air Data
- Pitot-static
- TAT
- Flight Recorder
- TCAS
- Mach/Airspeed
- Standby Airspeed
- Altimeters
- IVSI
- Standby Horizon
- Air Temp/TAS

(10) Fuel System.

- General Description
- Fuel Types
- Controls and Indicators
- Fuel Control Panel
- Fuel Quantity Indicators
- External Fueling panel
- General Description
- Fuel Pumps
- Fuel Feed
- Fuel Vent System
- Fuel Temperature
- APU Fuel Feed
- Fueling/Defueling/Ground Transfer
- Tank Capacity
- Limitations

(11) Hydraulic Power.

- Controls and Indicators
- Flight Control Panel
- Hydraulic Power Distribution
- Engine Driven Pumps
- Electric Driven Pumps
- A System
- B System
- Standby System

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

- Hydraulic Fuses
- Variation in Quantity Indications

(12) Ice and Rain Protection.

- Controls and Indicators
- Pneumatic Sources
- Electric Sources
- Window Heat
- Pitot Heat
- Rain Repellent and Windshield Wipers
- Engine Anti-ice
- Wing Anti-ice
- Operating Limitations

(13) Landing Gear/Brakes.

- General Description
- Gear Indicators and Actuation
- Gear Downlock Visual Indicators
- Alternate Gear Extension
- Nose Wheel Steering
- Normal Brake
- Alternate Brake
- Brake Pressure Accumulator
- Anti-Skid and Brake Control
- Auto Brakes
- Brake Energy Charts
- Tire Burst Protection

(14) Navigation/Flight Management.

- General Description
- Navigation Receiver System
- Transponder
- Weather Radar
- TCAS Traffic Alert and Collision Avoidance System
- Ground Proximity Warning System
- RDMI
- ADI
- HIS
- DME
- Compass
- Radio Altimeter
- Marker Beacon

(15) Pneumatics.

- Controls and Indicators
- General Description
- Bleed Air Sources
- Wing-Body Overheat Ducts and Lights
- Limitations

(16) Powerplant.

- General Description
- Powerplant Diagram
- Engine Indicators
- Engine Control
- Engine Start Switches
- Engine Fuel System
- Engine Oil System
- Engine Reverse
- Ignition System
- Engine Synchronizer
- Operating Limitations

(17) Warning Systems.

- Warning/Control Lights
- Recall
- Mach and Airspeed Warnings
- Stall Warnings
- GPWS
- Takeoff Configuration Warnings
- Landing Gear Configuration Warnings
- TCAS

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

B. GENERAL OPERATIONAL SUBJECTS.

(1) Preflight Inspection.

- Cockpit Preparation
- Exterior (Walkaround Procedures)*
- Interior*
- Equipment

(2) Weight and Balance.

- Principles
- Methods Determination
- Passenger Loading
- Cargo Loading
- Fueling
- Trim Settings

(3) Aircraft Performance and Flight Planning.

- The use of charts, tables, tabulated data, and other related manual information.
- Normal. Abnormal, and emergency performance problems.
- Meteorological and weight limiting performance factors such as temperature, pressure, precipitation, contaminated runway and climb/runway limits.
- Inoperative equipment performance limiting factors, such as minimum equipment list (MEL), configuration deviation list (CDL), inoperative anti-skid.
- Special operational conditional, such as high altitude airports (takeoffs, landings and go-arounds) and drift-down requirements.
- Conditions of flight with conditions of asymmetrical thrust and drag.**
- Determination and considerations of attempted flight at V_{MCA} and V_{MCG}; and**
- Critical engine determinations and maneuvering with critical engine inoperative.**

(4) Aircraft Operating Manual.

- Airplane operating limitations
- Visual cues prior to and during descent below decision height (DH) or minimum descent altitude (MDA)

(5) FAA-Approved Flight Manual.

- Applicability and Description of the AFM
- Limitations Section
- Emergency Procedures Section
- Normal Procedures Section
- Abnormal Procedures Section
- General Performance Section
- Appendixes

(6) Quick Reference Handbook (Boeing).

- Philosophy and Use
- Preamble
- Boxed Items
- Dashed Items
- Underlines Items

(7) Adverse Weather Practices.

- Icing and Deicing
- Turbulence
- Heavy Precipitation
- Thunderstorms and Associated Windshear and Microburst Phenomena
- Low Visibility
- Contaminated Runways
- Windshear Avoidance

*This training will be conducted with an actual aircraft when available. An approved audio visual presentation may be substituted for the actual aircraft.

** Completion required for removal of centerline thrust limitation (if applicable).

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

(8) Communication and Navigation Equipment.

- ATC Clearance requirements
- SID Requirements
- STAR Requirements
- En route Requirements
- Approach and Landing Requirements

(9) Crew Resource Management.

- Crew Concepts
- Communication Process
- Decisions
- Error Chain
- Building and Maintenance of a Flight Team
- Workload Management
- Conflict Management
- Stress Management
- Situation Awareness
- Behavior Styles
- Hazardous Thought Processes

C. SYSTEMS INTEGRATION TRAINING.

(1) Cockpit Familiarization.

- Activation of aircraft systems controls and switches
- Normal, abnormal, and emergency switches
- Warning and caution lights and annunciation panel
- Pilot's Panel
- Center Panel
- Copilot's Panel
- Center Pedestal
- Overhead Panel
- Circuit Breaker Panel

(2) Use of the Checklist – Normal Operating Procedures.

- Before Starting Engines
- Before Taxi
- Taxi
- Before Takeoff
- Climb
- Descent/In-range
- Before Landing – Final
- After Landing
- Securing

(3) System Abnormal Procedures.

- Abnormal Checklists
- Challenge/Response
- CRM

(4) System Emergency Procedures.

- Emergency Checklists
- Challenge/Response
- CRM

(5) Emergency Training and Emergency Evacuation.

- Preparing for and Emergency landing
- Emergency Exit Operation
- Escape Slide Operation
- Overwing Exit Removal
- Emergency Evacuation
- Emergency Drills
- Emergency Equipment

(6) High-altitude Physiology.

- Respiration
- Effects, Symptoms, and cause of hypoxia and any high-altitude sickness
- Duration of consciousness without supplemental oxygen
- Cause and effects of gas expansion and gas bubble formation
- Preventive measures for eliminating gas expansion, gas bubble formation, and high-altitude sickness
- Physical phenomena and incidents of decompression
- Any other physiological aspects of high-altitude flight

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

AIRCRAFT FLIGHT TRAINING CURRICULUM SEGMENT

SECTION 1.

1. FLIGHT TRAINING OBJECTIVES. Flight training refers to the conduct of training events in a flight simulator or an FTD in accordance with Barrett's Airline Training Center Training Center's approved training curriculum. Flight training may be conducted using a combination of a flight simulator and FTD. In certain instances, flight training may be conducted entirely in a level C or D flight simulator. In any case, the primary objective of flight training is to provide flight crewmembers with the skills and knowledge necessary to perform to a desired standard. This is accomplished by the demonstration, instruction, and practice of maneuvers and procedures (training events) pertinent to a particular aircraft and crewmember duty position. The successful completion of flight training is validated at Barrett's Airline Training Center Training Center by appropriate testing and checking.

Flight Training credit is accumulated by the trainee crewmembers whenever they occupy their respective duty positions during flight simulator training.

More detailed lesson plans will be prepared for each lesson based on the plan elements of instruction in this curriculum. The lessons may be adjusted consistent with the specific simulator utilized for training. A more detailed lesson guide is published in the Instructor's Manual for this course. The instructor will adjust the areas of emphasis during the proficiency phase to take into consideration varying levels of individual student performance. No student will have finished this course of instruction, nor will the student be recommended for the evaluation phase unless a consistent and satisfactory level of performance is demonstrated on all flight maneuvers outlined in the Airline Transport Pilot and/or Type rating Practical Test Standards.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

CURRICULUM SEGMENT OUTLINE

Flight crewmembers must successfully complete all flight training maneuvers outlined in the Flight Training International flight training modules prior to being evaluated.

2. FLIGHT TRAINING MODULES:

A. Flight Simulator Module #1:

- Normal and abnormal maneuvers and procedures

B. Flight Simulator Module #2:

- Normal and abnormal maneuvers and procedures
- Emergency maneuvers and procedures

C. Flight Simulator Module #3:

- Normal and abnormal maneuvers and procedures
- Emergency maneuvers and procedures

D. Flight Simulator Module #4:

- Normal and abnormal maneuvers and procedures
- Emergency maneuvers and procedures

E. Flight Simulator Module #5:

- Normal and abnormal maneuvers and procedures
- Emergency maneuvers and procedures

F. Flight Simulator Module #6:

- Line-oriented flight training (LOFT)

G. Flight Simulator Module #7:

- Evaluation (practical test)

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

3. SIMULATOR PERIOD 1.

A. OBJECTIVE: During this lesson, the instructor will review the performance problem and maneuvers that will be covered in the simulator for this period. Items marked are introduced in this lesson. Italicized items are introduced in a later lesson. Unmarked and non-italicized items the student should be able to demonstrate proficiency.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

1. Normal Operations.

Cockpit Setup
Pre-Start
Taxi
Normal takeoff (Inc. WX ceiling of 100')
Area Departure
Steep Turns
Clean Stall
Departure Stall
Landing Stall
Use of Auto-Pilot and Flight Director
Normal Descent
Area Arrival
ILS – (3 engine)
Missed approach
Visual approach
Landing
Engine Shutdown
Parking Checklist

(1) Abnormal System Operations.

Start Malfunctions
CSD High Oil Temp
Feel Differential Pressure
Filter Icing

C. COMPLETITION STANDARDS: The student will have successfully completed the lesson when, by a knowledge test and flying ability, he or she displays a working knowledge of the items marked above.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

4. SIMULATOR PERIOD 2.

A. OBJECTIVE: During this lesson, the instructor will review the performance problem and maneuvers that will be covered in the simulator for this period. Items marked are introduced in this lesson.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

1. Maneuvers.

Engine Starts	VOR Approach
Low Visibility Takeoff	Manual Reversion Flight and Landing
Rejected Takeoff	Zero Flap Landing
Area Departure	ILS – Flight Director and Raw Data
Specific Flight Characteristics	ADF Approach
Climb to FL 350	Landing
Rapid Depressurization	Taxi & Parking
Emergency Descent	Shutdown

2. Abnormal System Procedures.

B Hyd pump overheat	Wing Body Overheat
Loss A System quantity	Manual Gear Extension
Loss B System pressure	Alternate Flaps Ext.
Pack Trip Off	

3. Emergency System Procedures.

APU Fire	Runaway Stabilizer
Engine Relight procedures	Manual Reversion
Rapid Depressurization	

C. COMPLETION STANDARDS: The student will have successfully completed the lesson when, by a knowledge test and flying ability, he or she displays a working knowledge of the items marked above.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

5. SIMULATOR PERIOD 3.

A. OBJECTIVE: During this lesson, the instructor will review the performance problem and maneuvers that will be covered in the simulator for this period. The student should be able to demonstrate proficiency in almost all the items listed below.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

1. Maneuvers.

Rejected Takeoff
Normal takeoff (Including WX ceiling 100')
Icing Conditions
Cross Wind Takeoff
Radio Failure
Smoke Removal
Area Arrival and Holding
Asymmetrical Thrust and Drag*
Attempted Flight at V_{MCA} and V_{MCG}*
Two Engine Approaches (ILS)
Ground Proximity Warning
Two Engine Missed Approach
Single Engine Landing
Circle Approach
Landing
Taxi-in & Parking
Shut Down

2. Abnormal System Procedures.

System Malfunctions
Asymmetrical Flaps
Radio Failure
Engine Failure Determination*
Determination of V_{MCA} and V_{MCG}*

3. Emergency System Procedures.

Engine Failure on Takeoff
Engine Shutdown
Engine Fire/Overheat
Wheel Well Fire
Smoke in Cockpit
Emergency Evacuation

* Completion required for removal of centerline thrust limitation (if applicable)

C. COMPLETION STANDARDS: The student will have successfully completed the lesson when, by a knowledge test and flying ability, he or she displays a working knowledge and proficiency in most of items listed above. Any items the instructor does not find an adequate level of proficiency will be emphasized on the next lesson.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

6. SIMULATOR PERIOD 4.

A. OBJECTIVE: During this lesson, the instructor will review the performance problem and maneuvers that will be covered in the simulator for this period. The student should be able to demonstrate proficiency in all items listed below.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

1. Maneuvers.

Taxi
Rejected Takeoff
Normal takeoff (Including WX ceiling 100')
Icing Conditions
Cross Wind Take Off
Area Departure
Air Work (Stalls, Steep Turns)
Emergency Descent
Area Arrival & Holding
Single Engine Approaches
ILS
Localizer & Back Course
VOR Approach
ADF Approach
Circling Approach
Missed Approach
Two Engine Missed Approach
Cross Wind Landing
Rejected Landing
Single Engine Landing
Ground Proximity Warning System
Taxi-in & Parking
Shutdown

2. Abnormal System Procedures.

Start Malfunctions
Engine Relight
Asymmetrical Flaps
No Flap Landing

3. Emergency System Procedures.

Engine Failure on Take Off
Engine Shutdown
Engine Fire/Overheat
Wheel Well Fire
APU Fire
Rapid Depressurization
Emergency Descent
Electrical Smoke and/or Fire
Runaway Stabilizer
Emergency Evaluation

C. COMPLETION STANDARDS: The student will have successfully completed the lesson when, by knowledge test and flying ability, he or she displays proficiency in all of the items.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

7. SIMULATOR PERIOD 5.

A. OBJECTIVE: During this lesson, the instructor will review the performance problem and maneuvers that will be covered in the simulator for this period. The instructor will create a lesson plan around the students past performance to insure emphasis is placed on the students weakest areas in preparation for the practical test. The student should be able to demonstrate proficiency in all items.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

1. Maneuvers.

Taxi
Rejected Takeoff
Normal Takeoff (Including MX ceiling of 100', in Icing Conditions)
Cross Wind Take Off
Area Departure
Air Work (Stalls, Steep Turns)
Emergency Descent
Area Arrival & Holding
Single Engine Approaches
Visual Approach
ILS
Localizer or Back Course
VOR Approach
ADF Approach
Circling Approach
Missed Approach
Two Engine Missed Approach
Touch and Go
Cross Wind Landing
Single Engine Landing
Ground Proximity Warning System
Taxi-in & Parking

2. Abnormal System Procedures.

Start Malfunctions
Asymmetrical Flaps
No Flaps

3. Emergency System Procedures.

Engine Failure on Takeoff
Engine Shutdown
Engine Fire/Overheat
Wheel Well Fire
APU Fire
Rapid Depressurization
Emergency Descent
Manual Reversion Landing
Engine Relight Procedure
Electrical Smoke and/or Fire
Runaway Stabilizer
Emergency Evacuation

C. COMPLETION STANDARDS: The student will have successfully completed the lesson when, by knowledge test and flight performance, he or she displays proficiency in all of the items above. The instructor will recommend the student for the practical test. In accordance with 14 CFR.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

8. SIMULATOR PERIOD 6. LOFT.

A. OBJECTIVE: B-727 LOFT provides training that facilitates the transition from flight simulator training to operational flying. Scenarios are designed to represent typical flight segments. The LOFT is instructional in nature; therefore when it is essential to do so, instructors may momentarily interrupt a scenario for instructional purposes. LOFT requires a complete crew, when two applicants are paired together both will receive 4:00 hours credit for the LOFT. If the applicant is being trained alone, only the PAC time will be credited. In the pre-brief, the instructor will review the performance problem and the element of the LOFT. During the LOFT, the first two hours will consist of a normal flight, and the second two hours will have an abnormal portion.

B. METHODS AND MATERIALS: A level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR, Part 61.

Leg #1 Normal Flight.

Briefing
Cockpit Setup
Checklists
Taxi
Normal takeoff in Icing Conditions
Cross Wind Take Off
Area Departure
Cruise
Area Arrival & Holding
ILS
Cross Wind Landing
Landing
Taxi-In & Parking
Transit Shutdown

Leg #2 Abnormal Flight.

Briefing
Transit Cockpit Setup
Takeoff
Climb
Area Departure
Cruise
Abnormal Operation
(one of the following)

- Pressurization Problem
- Failed AC Bus
- Potential Hot Start
- Adverse Weather Conditions
- Last Minute Runway Change
- Passenger Medical Problem
- Air Ground Safety Switch

Area Arrival & Holding
ILS
Landing
Taxi-In & Parking
Debriefing (Including CRM)

C. COMPLETION STANDARDS: The student will have successfully completed the lesson when, the student demonstrated, he or she has a working knowledge of the items above in a simulated line operational environment.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

9. SIMULATOR PERIOD 7. Evaluation In Accordance With The PTS.

A. OBJECTIVE: FAA practical test in accordance with part 61 of federal air regulations and the Airline transport Pilot and/or B-727 Type Rating Practical Test Standards.

B. METHODS AND MATERIALS: A Level "C" or "D" simulator appropriately qualified and approved by the FAA for the requirements of 14 CFR part 61.

(1) Preflight Preparation
- Equipment Examination
- Performance and Limitations

(2) Preflight Procedures
- Preflight Inspection

(3) Ground Operations
- Powerplant Start
- Taxiing
- Pre Takeoff Checks

(4) Takeoff and Departure Maneuvers
- Normal and Crosswind Takeoff
- Instrument Takeoff
- Powerplant Failure During Takeoff
- Rejected Takeoff
- Instrument Departure

(5) In-flight Maneuvers
- Steep Turns
- Approaches to Stalls
- Powerplant Failure
- Specific Flight Characteristics

(6) Instrument Procedures
- Instrument Arrival
- Holding
- Precision Instrument Approaches
- Non-Precision Instrument Approaches
- Circling Approach
- Missed Approach

(7) Landing and Approaches to Landings
- Normal and Crosswind Approaches and Landings
- Landing from a Precision Approach
- Approach and Landing with a Two Powerplant Failures
- Landing from a Circling Approach
- Rejected Landing
- Landing from a Zero or Nonstandard Flap Approach

(8) Normal and Abnormal Procedures

(9) Emergency Procedures

(10) Post-flight Procedures
- After Landing
- Parking and Securing

C. COMPLETION STANDARDS: The student successfully demonstrating performance of the tasks as directed by the examining official. Successful completion will be passing a simulator evaluation under Part 61, and the issuance of a Type Rating in the B-727.

FIGURE 150-1
SAMPLE CORE CURRICULUM -- Continued

Table 4:

Practical Test Standards Cross Reference	Curriculum Segment	Module #
Equipment Knowledge:		
Equipment Examination	Ground	All
Performance & Limitations	Ground	All
Preflight Procedures:		
Preflight Inspection	Ground	18
Ground Operations:		
Powerplant Start	Flight	All
Taxiing	Flight	All
Pre-takeoff Checks	Flight	All
Takeoff & Departure Maneuvers:		
Normal & Crosswind Takeoff	Flight	All
Instrument Takeoff	Flight	All
Power Failure During Takeoff	Flight	3, 4, 5, 7
Rejected Takeoff	Flight	3, 4, 5, 7
Instrument Departure	Flight	All
Inflight Departure Maneuvers:		
Steep Turns	Flight	1, 4, 5, 7
Approaches To Stalls	Flight	1, 4, 5, 7
Powerplant Failure	Flight	2, 3, 4, 5, 7
Specific Flight Characteristics	Flight	2, 5, 7
Instrument Procedures:		
Instrument Arrivals	Flight	All
Holding	Flight	3, 5, 7
Precision Instrument Approaches	Flight	All
Non-Precision Instrument Approaches	Flight	2, 3, 4, 5, 7
Circling Approach	Flight	3, 4, 5, 7
Missed Approach	Flight	1, 3, 4, 5, 7
Landing/Approaches To Landing:		
Normal/Crosswind App./Landings	Flight	All
Landing From A Precision Approach	Flight	2, 3, 4, 5, 7
Approach/Landing With Simulated Powerplant Failure	Flight	3, 4, 5, 7
Landing From a Circling Approach	Flight	3, 7
Rejected Landing	Flight	4, 7
Landing From A Zero or Nonstandard Flap Approach	Flight	2, 7
Abnormal Procedures	Flight	All
Emergency Procedures	Flight	2, 3, 4, 5, 7
Post-Flight Procedures:		
After Landing	Flight	All
Parking and Securing	Flight	All

FIGURE 150-2
CURRICULUM MANEUVERS COMPANION JOB AID

Course: **Lesson:** **Date:**

Maneuvers	Curriculum	Lesson Plan	Notes
Performance-Limitations- Weight/Balance			
Preflight Inspection			
Powerplant Start			
Taxiing			
Pre-takeoff Checks			
Normal / Crosswind Takeoff			
Instrument Takeoff 1/4 max vis or OpSpecs			
Powerplant Failure during takeoff			
Rejected Takeoff			
Instrument Departure			
Steep Turns			
Stalls - takeoff configuration			
Stalls - clean configuration			
Stalls -landing configuration			
Powerplant Failure			
Instrument Arrival			
Holding			
Visual Approach			
Precision Approach			
Precision Approach - SE/Manual			
Non-precision Approach (NDB)			
Non-precision Approach (vor loc lda sdf)			
Non-precision Approach (loc - bc)			
Non-precision Approach-SE			

FIGURE 150-2
CURRICULUM MANEUVERS COMPANION JOB AID -- Continued

Non-precision Approach- Published			
Circling Approach			
Missed Approach - ILS			
Missed Approach - NP			
Missed Approach - SE			
Missed Approach - Published			
Normal / Crosswind Approach and Landing			
Landing - Precision Approach			
Landing - Non-precision Approach			
Landing - SE			
Landing - Circling			
Rejected Landing			
Landing - O flaps			
Normal/Abnormal Procedures			
Specific Flight Characteristics			
Unusual Attitudes			
Emergency Procedures: • Emergency descent/rapid decompress • Emergency evacuation • In-flight fire/smoke • Other			
After Landing			
Park / Secure			

FIGURE 150-2
CURRICULUM MANEUVERS COMPANION JOB AID -- Continued

Systems Operation - Normal, Abnormal, Emergency

Pneumatics / Pressurization			
Air Conditioning			
Fuel			
Electrical			
Powerplant / Props			
Flight Controls			
Anti-Ice / Deice			
Auto Pilot			
Stall Warning			
Comm / Nav			
Hydraulic			
Landing Gear / Brakes			
Fire / Smoke			
Flight Instruments			

FIGURE 150-3
USE OF PICTORIAL SYSTEM FOR PREFLIGHT INSPECTION TRAINING AND CHECKING

A. CHARACTERISTICS.

(1) The FAA must approve each pictorial system in its entirety.

(2) The following are desirable characteristics:

(a) A sufficient number of pictures to portray the location and detail of preflight inspection items.

(b) Capability for random, rapid access to any picture.

(c) Still and motion pictures.

(d) Distant and close-up pictures.

(e) Pictures of each passenger compartment and each preflight inspection item.

(f) Depictions of normal and abnormal conditions.

(g) Sequence of pictures should match the flow of the actual preflight inspection.

(3) Specific Characteristics. Experience has shown that the following specific characteristics are appropriate. Inspectors should determine that these characteristics are included:

(a) Enough pictures should be maintained to permit coverage of a variety of preflight items in practical tests.

(b) The aircraft should be shown in a typical prior-to-flight condition, which may include support people and equipment which are associated with flight preparation, such as fueling, cleaning, and catering.

(c) Nothing should obstruct the view of the preflight item (jetways, fuel trucks, work stands, etc.).

(d) The same aircraft, or identical aircraft, should be pictured throughout the pictorial series; in some cases use of non-identical aircraft may be justified to depict differences.

(e) Text and voice should match each picture.

(f) Pictorial systems used for testing should be of high quality, including projection equipment with random and rapid access capability. Examples of unacceptable quality include copy-machine copies of photographs, videotape systems without random and rapid access capability, or any other pictorial system that is markedly inferior to use of a static airplane.

(g) For testing, sets of pictures should be used which comprise some of those used in training, and additional pictures used exclusively for testing.

(h) For testing, abnormal features should not be shown in pictures intended to depict normal aircraft conditions.

(i) Unless an abnormal condition is intentionally depicted for testing, the following guidelines shall apply:

FIGURE 150-3

USE OF PICTORIAL SYSTEM FOR PREFLIGHT INSPECTION TRAINING AND CHECKING -- Continued

i. All permanent parts, such as windows and doors, windshield wipers, and antennas, should be in place and in normal condition.

ii. All removable parts, such as engine cowls and access panels, should be in place and in normal condition; engine inlets should be shown with covers removed.

iii. Wheel well doors, flaps, slats and aerodynamic surfaces and other devices should be in the normal on-ground, prior-to-flight configuration.

iv. People and equipment associated with assembly or maintenance work should not be pictured.

(j) For testing, enough pictures of abnormal conditions should be maintained to permit comprehensive coverage, particularly of those abnormal conditions which are likely to be encountered during preflight inspection and those which are potentially unsafe.

(k) For testing, aircraft should be pictured which are typical or representative of the specific aircraft on which the pilot certification is to be conducted. For example, slides of a B-737-300 should not be used for a certificate applicant trained under a B-737-200 curriculum; and vice versa.

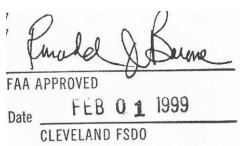
(4) Standard References. The FAA-approved preflight procedures contained in the manufacturer's aircraft flight manual, or in the air carrier's aircraft flight manual, are the standard references for the preflight visual inspection. Those manuals detail the essential preflight items and the sequence in which those items should be inspected.

(5) Strategy and Courseware. When using pictorial means, for optimum effectiveness, the courseware should be used differently in training and in testing. In general, static pictorial displays (pamphlets, murals, etc.), videotape, and interactive computer-based instruction (CBI) systems work well in training. On the other hand, slides work well in testing. Similarly, when using pictorial means the training strategy is different from the testing strategy. In general, during training the trainee should view preflight items in normal configurations. This method conveys positive imprinting to a trainee, and it is the same method followed when a static airplane is used. (However, it is beneficial to discuss abnormal conditions in training). On the other hand, during testing abnormal conditions should be introduced in a sufficient number to permit a reliable evaluation of the applicant's preflight ability.

B. PREFLIGHT IN-FLIGHT TRAINING USING AN ACTUAL AIRCRAFT. Experience has shown that a complete visual inspection of the exterior and the passenger compartment of an actual static airplane by the pilot, after he or she leaves the ground and simulator training sites, may be highly beneficial. This preflight visual inspection must be accomplished prior to the first operating experience flight (if operating experience is required), or prior to the first revenue flight (if operating experience is not required) by a pilot trained under these provisions. Completion of this training requirement must be documented by a company check pilot or company ground or flight instructor and retained in the student's training record.

FIGURE 150-4
CELLOPHONE AIRLINES: TRAINING MANUAL - LIST OF EFFECTIVE PAGES

Page:	Revision:	Date:
List of Effective Pages		
EPL-1	#1	1/22/99
EPL-2	#1	1/22/99
EPL-3	Original	1/03/97
EPL-4	Original	1/03/97
Form 100	#1	1/22/99
Table of Contents		
TOC-1	Original	1/03/97
TOC-2	Original	1/03/97
TOC-3	Original	1/03/97
Section 1 - Training Manual Introduction		
1-1	Original	1/03/97
1-2	Original	1/03/97
Section 2 - Training Program		
2-1	Original	1/03/97
2-2	Original	1/03/97
2-3	Original	1/03/97
2-4	Original	1/03/97
2-5	Original	1/03/97
2-6	Original	1/03/97
2-7	Original	1/03/97
2-8	#1	1/22/99
2-9	#1	1/22/99
2-10	Original	1/03/97
2-11	Original	1/03/97
2-12	Original	1/03/97
2-13	Original	1/03/97



Date: 01/22/99 Revision: #1

Page: EPL-1

CHAPTER 151. STANDARDIZING TRAINING CENTER CURRICULA AND RELATED SYLLABUS AT MULTIPLE CENTERS OF ONE TRAINING COMPANY

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES. 1368, 1369, 1370.

2. PURPOSE. This task applies to Title 14 of the Code of Federal Regulations (14 CFR) part 142 Certificated Training Center companies which have more than one center or satellite offering the same category of training in simulators or which leave aircraft of the same type at a variety of locations. It will allow those companies to submit only one approved curriculum and related syllabus for each airplane type and category of training that is delivered at multiple associated training sites. Guidance provides safety, standardization, and time efficiency for the Federal Aviation Administration (FAA) and the training company, its centers and customers.

NOTE: The word curriculum as it appears shall be construed to mean curriculum and related syllabus. Those terms shall be as defined in 14 CFR part 142.

3. BACKGROUND.

A. In the preamble to the final rule on training centers (14 CFR part 142, 61 FR 34508, July 2, 1996), the FAA is committed to ensuring standardization among training centers through the coordination of training programs at the national level. Although this provides a certain review and approval latitude for each Certificate-Holding District Office (CHDO), it does not yield the level of standardization that was anticipated system wide. This is especially true for the training companies with more than one training center.

B. This task identifies a process for standardization whereby a training company can request consideration for, and seek approval of, one standardized curriculum for use at more than one of their centers. This process involves a company designated center manager, herein identified as a lead center manager, acting as a point of contact for the other associated center managers where the standardized-curriculum training will be administered. Through the lead center manager, the companies training centers collectively submit for review and approval one curriculum for a specific aircraft type (e.g., CE560XL) and category of training (e.g., initial type rating). This process involves communications and consensus between the training company lead and associated center management on a proposed curriculum that meets regulatory requirements, practical test standards, and FAA policy prior to submission to the FAA for approval consideration. Once this is achieved, the training company's lead center manager will submit the standardized curriculum to the lead center's CHDO. The lead center's Training Center Program Manager (TCPM) will distribute the standardized curriculum to the associated CHDO TCPM who have oversight responsibility and final approval authority. At this point, review will begin and communications between TCPMs will determine curriculum changes or revisions and concurrence on disapproval or approval. When concurrence on the approval of a standardized curriculum is reached, each TCPM will independently initiate final approval and oversight of the curriculum and training center within their CHDO.

C. Training companies requesting specialty or core standardized curriculum for use in more than one center shall be processed in accordance with the procedures in this task. It must be noted that training curricula may either be unique to a specific training facility (i.e., aircraft dispatcher), or they may be used by more than one associated training center as either a specialty or core standardized curriculum. Unique training programs fall outside the scope of this task and shall be submitted directly to the CHDO by the requesting training center manager for review and approval consideration by that CHDO only.

D. TCPM assigned to each of the training company's centers herein shall use the guidance within this task to reach concurrence prior to granting final specialty or core standardized-curriculum approval or denial.

E. This task does not, nor is it intended to, diminish the authority of the TCPM or CHDO to approve a curriculum, issue the certificate, or conduct oversight over the training center programs within their area of assigned responsibility.

F. Prior-Approved Curricula. Differences may exist between the various curricula approved for use by more than one center of a training company before May 18, 2001. Conversion of these different curricula to standardized-curricula under the provisions of this task may be initiated at the request of the training company. TCPMs will use the guidance provided in this task to convert the presently approved curricula to the company standardized curricula, where different.

G. Moving or Adding Curricula. When a training company terminates training at one facility and moves the training to another facility, the training company shall notify the affected TCPM of the planned move not less than 30 work days prior to the move. The TCPM loosing the training curriculum oversight shall coordinate a move of the curriculum with the receiving TCPM. The receiving TCPM should accept the pre-approved document. The receiving TCPM may either:

(1) Accept the Administrator's previous approval of the curriculum, as indicated by the TCPM approval signature; or

(2) Request that the TCPM loosing the training curriculum oversight move that curriculum to the new location through the TCPM of the lead center.

H. Initial Curricula Approval. To standardize curricula approved by the Administrator through the guidance of this task, initial specialty or core curricula must be reviewed and either approved or disapproved in accordance with the guidance of this task.

I. Revisions. To maintain standardization of curricula approved by the Administrator through the guidance of this task, revisions to specialty or core curricula must be reviewed and either approved or disapproved in accordance with the guidance of this task.

J. The information in this chapter does not add to or change existing guidance concerning Training Center Evaluators.

K. Training companies operating a single training facility, respective to a specific make and model aircraft or simulator, fall outside the scope of this task, and shall submit curricula request directly to the CHDO.

L. TCPM using current review and approval procedures will perform curriculum progress tracking through the PTRS in accordance with instructions outlined in section 2, paragraph 4.

M. For recordkeeping and planning purposes, the National Training Center Program Manager (NTCPM) will retain a list of all pending and approved core and specialty curricula processed by the lead training center TCPM in accordance with instructions outlined within section 2, paragraph 3.

N. The reviewing TCPM will ensure each core or specialty curriculum, including revisions, is processed as described within this task and the general guidelines in subparagraphs (1) through (6).

(1) Curriculum Review. The TCPM of the lead center shall distribute the proposed curriculum to the TCPM of the associate training centers within 10 work days of receipt from the manager of the training company's lead center. Using appropriate handbook guidance, Practical Test Standards, policies, and regulations, the lead and associate training center TCPM will independently review the proposed curriculum.

(2) Discovering Discrepancies. Each reviewing TCPM will document any areas of concern or notify the TCPM of the lead center that the curriculum is acceptable. Discrepancies based on appropriate regulations, guidance, or policy will be noted. Should a TCPM find the curriculum unacceptable, written documentation of the unacceptable items shall be referred to the TCPM of the lead center in writing within 15 work days after receiving the curriculum. The TCPM of the lead center will confer with each of the reviewing TCPM to determine concurrence or non-concurrence on noted discrepancies within the reviewing group.

(3) Approval/Disapproval of a Curriculum. Utmost effort will be taken to ensure that training center approval or disapproval is completed in a timely manner. Determination of approval or disapproval will be made, and the lead center TCPM will process the concurrence action within 15 work days of beginning the period for discovering discrepancies (subparagraph (2) above). Items the TCPM collectively deems unacceptable but easily correctable should be identified to the operator for processing as early as possible.

(4) TCPM Concurrence. Once concurrence is reached between all reviewing TCPM to either

approve or disapprove a curriculum, the lead center TCPM will process the concurrence action in accordance with paragraph 3 within 15 work days after discovering discrepancies (subparagraph (2) above).

(5) Resolving TCPM Non-Concurrence. In the event that reviewing TCPM are unable to reach concurrence on approval or disapproval of a curriculum under review, the dissenting TCPM shall provide supporting information in writing to the TCPM of the lead center within 20 work days of completing the curriculum review. Supporting information should make reference to appropriate regulations, policy, and/or guidance or other material indicating why the curriculum should be either accepted or denied. The TCPM of the lead center shall make a dutiful attempt to resolve all non-concurrence issues among the TCPM within 10 work days of receipt of the dissenting report.

(6) Unresolved TCPM Non-Concurrence. In the event that the TCPM of the lead center is unable to resolve the dissenting TCPM concerns with 10 work days of receipt of the report, the report shall be sent through the region to the NTCPM. The NTCPM shall, within 20 work days of receipt of the report, act on behalf of the Administrator to approve or disapprove the curriculum, or refer the matter through the Regional Flight Standards Division to the dissenting TCPM's CHDO manager for resolution. If the issue is referred to the CHDO manager by the NTCPM, the CHDO manager shall, within 10 work days of receipt of the report, notify the NTCPM and the TCPM of the lead center in writing whether the curriculum should be approved or disapproved. In this circumstance, either the NTCPM or the dissenting TCPM's CHDO manager may act on behalf of the Administrator to make a final approval or disapproval of the proposed training curriculum under dissension.

NOTE: If during the review period the TCPM agrees that the curriculum needs additional work by the training company or it must be returned to the center for correction or additional work, the approval process may take longer.

(a) A change generated by a TCPM will flow through the TCPM of the lead training center to the lead center manager as a recommendation.

(b) The companies lead center manager will make the necessary print changes and start the change process.

[THIS PAGE INTENTIONALLY LEFT BLANK]

SECTION 2. PROCEDURE

1. PREREQUISITES AND COORDINATION REQUIREMENTS. This task will require coordination with lead center, associate center, and national TCPMs.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR parts 121, 135, and 142
- Federal Register 61 34508, July 2, 1996

B. Forms.

- None

C. Job Aids.

- None

3. PROCEDURE.

A. PTRS. Open a PTRS entry.

(1) The TCPM for the lead training center will open a PTRS code 1368 and enter code 1369 into the PTRS tracking field.

(a) In the comment section, enter the lead training center agency certificate number and the 1368 PTRS record identification number.

(b) Notify all TCPM of associated training centers via e-mail the 1368 PTRS record identification number.

(2) Each TCPM of associated training centers will open a PTRS record using code 1370 and enter 1369 in the tracking field. In the comment section enter the lead center certificate number and the PTRS record identification number.

B. Approval Process.

(1) Training Company Initial Action.

(a) The hosting 14 CFR part 142 parent training company submits a revised core or specialty training course curriculum, either prior approved, initial, moved or added, to the company's designated lead training center manager.

(b) The training center manager shall distribute the training course curriculum to the company associated training center manager.

(c) The lead and each associated training center manager shall reach consensus on the training course curriculum indicating it meets acceptable training standards, appropriate Practical Test Standards, handbook guidance, and regulatory compliance.

(d) Upon the consensus of all affected company training center managers, the lead training center manager shall circulate among the associated training center managers, a master curriculum title page. The master title page will contain a separate signature acceptance block for each approving training center manager. The acceptance block shall include:

i. Name of the lead and each associate training center,

ii. Agency certificate number,

iii. Date of TCM acceptance, and

iv. The word accepted above and with the TCM printed name, position title, and signature line.

(e) The TCM will complete the block information on the master curriculum title page in black ink. After the master title page has been accepted by all review TCM, the lead TCM will provide to each TCM a copy of the page to insert into the curriculum book. Each TCM should keep their curriculum book, minus the title page, until the signed page is provided by the lead TCM. Curriculum usage is prohibited until final FAA approval. Final approval is indicated by TCM Approval signatures on the List of Effective Pages.

(f) After the signed master title page is received back from the TCM, the lead TCM shall insert the signed title page into each curriculum book prior to submitting to the lead center TCPM for FAA review. The company lead TCM will submit the curriculum to the TCPM of the lead center for distribution to the TCPM of the associated training center(s).

(g) When a lead TCM submits a request for FAA curriculum approval, the request shall be made in writing and only to the TCPM, or designated representative, of the lead center. The request shall contain:

i. The curriculum book with the TCM accepted with date and signatures affixed to the title page,

ii. A list containing the name and telephone number of the lead and each associated TCM,

iii. Aircraft type or simulator level,

iv. Location and category of training,

v. Tracking page with the date of submission, and

vi. A copy of the request to forward to the NTCPM for tracking and reference.

(2) FAA Initial Action.

(a) The TCPM of the lead center shall accept the proposed training curriculum from the training company's lead training center manager. The TCPM of the lead center shall distribute the curriculum book to all reviewing TCPMs within 10 work days of receipt, and provide a copy of the curriculum approval request form (paragraph 3A(1)(g) above) to the NTCPM.

(b) After concurrence is reached within the FAA to approve the curriculum, the TCPM of the lead center will circulate among all approving TCPM a master List of Effective Pages. The page shall contain a preprinted approval block for each reviewing TCPM to sign. The approval block shall include space for completing blocks titled:

i. Training center agency number.

ii. Blank space for the word, approved.

iii. Date line.

iv. FAA Title line.

v. Name print line.

vi. Signature line.

(c) After a final consensus or concurrence to approve the curriculum by either the reviewing TCPM, the NTCPM, or CHDO manager, the approving FAA representative shall sign in black ink the master List of Effective Page and return it to the TCPM of the lead center. The TCPM of the lead center will place the original signature page into his or her curriculum book and forward a copy to each TCPM and TCM of all associated centers for insertion into their curriculum books. Each TCPM shall keep the curriculum book and insert the List of Effective Pages containing the original TCPM, NTCPM, or CHDO manager signatures upon receipt. The TCPM of the lead center will supply the approved List of Effective Pages to the company lead TCM for distribution to all TCM who signed the title page.

(3) Training Company Final Action. Upon receipt of the approved List of Effective Pages, the TCM shall insert the page into their curriculum book and provide a copy to all accepting TCM for insertion into their books.

C. Moving or Adding Associate Centers.

(1) The training company must notify its TCPM of plans to add, delete, or convert a pre-approved training curriculum associated with a group of training centers having an existing standardized curriculum or training program. The notified TCPM that will be affected by the action shall report such planned company training activity to the NTCPM. Upon request from the affected TCPM, the NTCPM will provide a list of lead and associate centers for reference.

(2) When associate centers are added or moved after a standardized-curriculum is approved, the lead center of the training company will provide the new center a copy of the approved curriculum. A TCPM original signature, title and date on the curriculums List of Effective Pages signifies the approved curriculum. If there is no List of Effective Pages, the lead training center TCPM will show approval by having each associated TCPM stamp each page of their respective training center curriculum FAA-Approved.

D. Approval of Revisions to Currently Approved and New Curriculum.

(1) The TCPM of the lead center will accept and review revisions for approval on a regular cycle either from the TCPM or the TCM of the associated training center.

(2) All revisions must indicate a change bar in the margin, indicating the revised areas.

(3) All original and revised pages must include the month, day, and year of the revision.

(4) An updated change notice listing should be included with each revision. This listing should include the change number and date of the revision.

(5) Prior to approving any revision, all TCPM of associated centers must review and concur with the revision. This concurrence should be achieved within 15 work days of submission. (Concurrence will be reached using the process as described for concurrence on curriculum above.)

(6) Revisions must not be implemented without review and concurrence of all TCPMs and TCMs affected by that change.

E. Close PTRS Entry. At the conclusion of the approval process, all TCPM will close their open records and open another record with PTRS code 1369 to close the certification process. Enter your respective training center agency certificate number.

4. TASK OUTCOMES.

A. Approval of Curriculum.

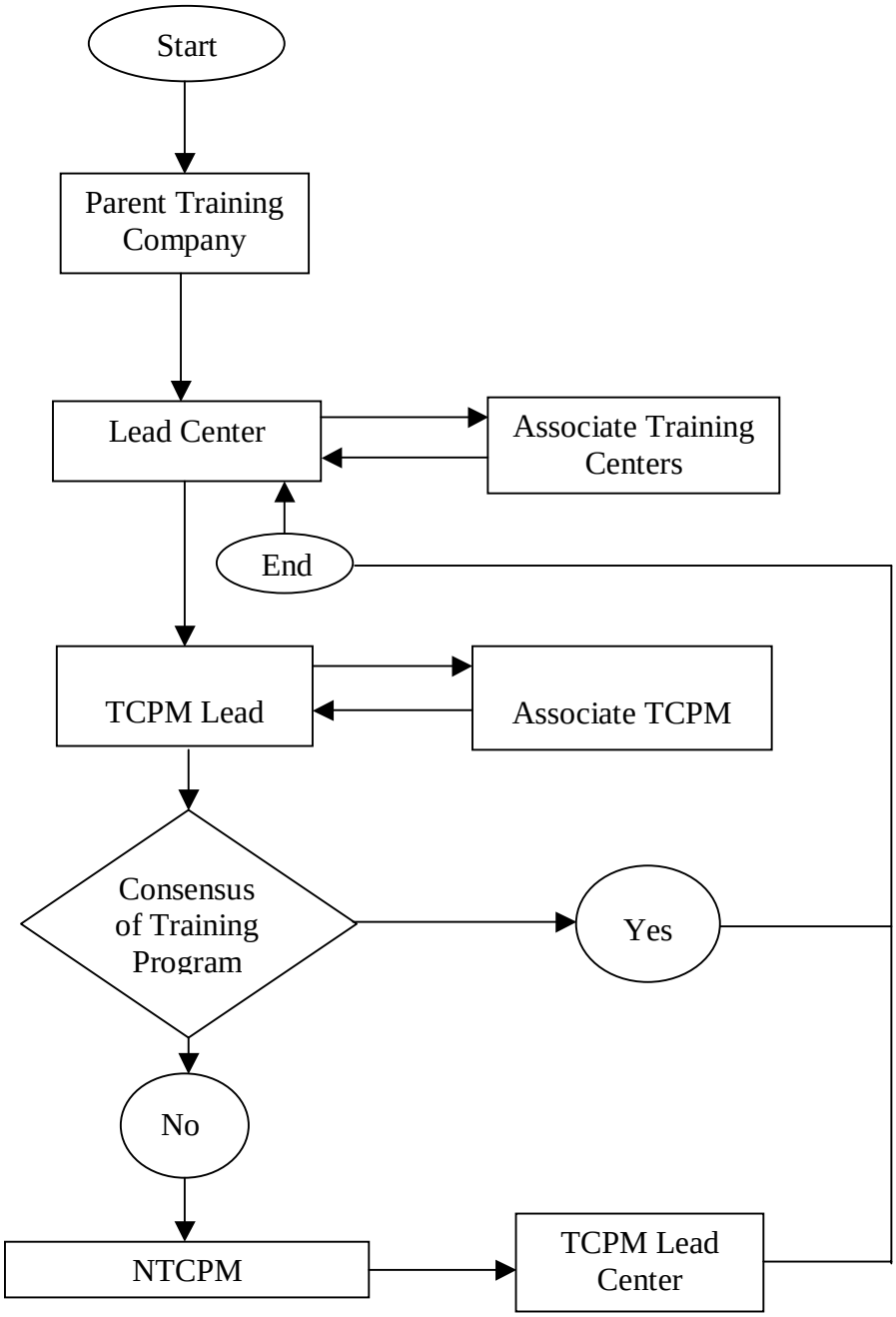
B. Addition or Relocation of Associate Centers.

C. Non-concurrence of Training Program.

D. Approval of New or Current Curriculum Revision.

5. FUTURE ACTIVITIES. None.

FIGURE 151-1
APPROVAL FLOW CHART



CHAPTER 152. TRAIN AND DESIGNATE A TRAINING CENTER EVALUATOR

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES: 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1645, 1668, and 1673.

2. OBJECTIVE. The objective of this task is to determine if a nominee for a Training Center Evaluator (TCE) meets the initial and ongoing requirements for that designation. Successful outcome of this task will result in: the designation or an authorization on a designation; or the renewal, refusal, or withdrawal of a designation.

3. GENERAL.

A. Regulatory Authority for Designating TCEs. The regulatory authority for designation of TCEs is Title 14 of the Code of Federal Regulations (14 CFR) part 183. The regulatory requirement for a TCE is 14 CFR part 142, §§ 142.13 and 142.55.

B. TCE Applicability. Title 14 CFR part 142, subpart C, outlines the prerequisites, training requirements, operating procedures, and limitations of designated evaluators for certificate holding training centers that are training to meet the requirements of 14 CFR part 61. It does not apply to training centers exclusively training to meet the requirements of 14 CFR parts 121, 125, and 135. Federal Aviation Administration (FAA) Order 8710.3, Pilot Examiner's Handbook, chapter 14 provides additional guidance on evaluating, checking, and testing airmen.

C. TCE Authorizations. A TCE may hold one or more authorizations. The most common authorizations are: Pilot Proficiency Examiner (PPE), Designated Pilot Examiner (DPE), and Check Airman (i.e., TCEs with 14 CFR § 61.58 authority, certification authority, and 14 CFR part 135 proficiency and competency checking authority).

D. TCEs Acting as Check Airman Under 14 CFR Parts 121 and 135.

(1) The principal operations inspector (POI) has the authority to designate TCEs as check airman, and the training center normally nominates candidates from within their pool of TCEs. All TCEs that instruct or check under 14 CFR part 121 or 135 must meet the eligibility and qualifications requirements of those parts. Although training in such generic subjects as basic indoctrination is not required, the TCE seeking check airman designation must be trained in that carrier's specific program. The check airman candidate must also be designated in writing by the air carrier, and approved in writing by the POI.

(2) Air Carriers and POIs must determine that all training programs and checking requirements are accomplished. Training centers do not normally address training and testing in subjects other than aircraft-specific topics. Air carrier training requirements that are not aircraft-specific (i.e., basic indoctrination, emergency training, etc.) must be met by the air carrier in a manner acceptable to the POI.

NOTE: Since training center instructors and TCE/Check Airmen are normally trained ONLY in aircraft-specific topics. In those instances, air carrier checks must be limited to ONLY aircraft-specific topics. For part 135 operators, TCE/Check Airman checking authority would be limited to checks required by part 135, §§ 135.293(a)(2), (a)(3), and (b) and 135.297, unless approved by the POI and fully trained in operator specific topics for checking those parts of §§ 135.293(a) and (b) and 135.297 which contain operator specific procedures.

E. TCE Training. All nominees for TCE must complete a training program that is developed and conducted by the FAA. The training program must include the following (PTRS code: 1595):

(1) Administrative procedures and supervisory relationships that exist in the designated evaluator program.

(2) FAA's role in the oversight of TCEs.

(3) Functions of a designated evaluator as a representative of the FAA Administrator.

(4) Determining certification, qualification and proficiency of airmen apart from company issues such as company policies, economics, organizational affiliation, and seniority.

(5) Knowledge, abilities, and skills required for the applicable certification, proficiency, or qualification duties authorized.

(6) Procedures, methods, techniques, and guidance contained in the appropriate practical test standards (PTS).

(7) Authority, responsibilities, and limitations under 14 CFR parts 61, 63, 65, 121, 125, and 135; existing exemptions; related advisory circular (AC); and applicable handbook guidance.

(8) Use of FAA forms and job aids associated with a particular evaluator function.

(9) Management of unsatisfactory tests, and the subsequent corrective action thereof.

(10) Evaluator privileges and limitations.

F. TCE Privileges and Limitations.

(1) TCEs must comply with the regulatory limitations of 14 CFR § 142.49.

(2) TCEs hold authority to evaluate only the students of the employing training center. A TCE may be given authorization on a temporary or permanent basis for conducting evaluations at the center, satellite or a remote site of the employee's training center.

(3) TCEs may issue ATP certificates and aircraft type ratings (when authorized) only to graduates of the employing training center, and to those satellite or remote sites authorized.

(4) An evaluator may conduct evaluations at the satellites or remote sites of the employing training center. They may be assigned at more than one location either on a permanent basis, or on a case by case basis. The evaluator, however, remains under the direct supervision of the training center manager for which the evaluator is authorized, and they must, be trained and qualified to conduct evaluations in the programs of both or all centers assigned.

(5) Evaluators may conduct evaluations in more than one district. Coordination between Flight Standards field offices is necessary for the accomplishment of surveillance.

(6) TCEs may not act as examiners at large who are in the general business of conducting practical tests or proficiency checks for the general pilot population for a fee.

(7) Normally a TCE should not function as a required crewmember while conducting any evaluation.

(8) Without the expressed permission of the Training Center Program Manager (TCPM), a TCE shall not evaluate an applicant for which they were an instructor during any of the previous 3 training periods or simulator sessions.

(9) A TCE or employee training center must contact the TCPM for coordination of any certification activities outside the U.S. The TCPM will coordinate activities of that type with the applicable International Field Office (IFO).

(10) A TCE may accomplish recency of experience in an approved flight simulator or aircraft.

G. AQP and TCEs. An evaluator applicant who is qualified under Special Federal Aviation Regulation (SFAR) 58 may be authorized to conduct evaluations under the Advanced Qualification Program (AQP) without complying with the requirements of this paragraph.

H. FAA Inspector Training for the Oversight of Evaluators. Training centers should be willing to provide inspector training so as to ensure that they are adequately trained and remain current and qualified to conduct TCE evaluations and surveillance. Training centers may provide initial aircraft type rating training and recurrent training for the TCPM and Training Center Partial Program Manager (TCPPM) who will be providing his/her evaluation and surveillance. When the training center provides training, the training center manager and the Certificate-Holding District Office (CHDO) should execute a Memorandum of Understanding (MOU). This training arrangement is described in an MOU agreed to between the training center and the CHDO. (See example in Figure 152-1.) The number of FAA inspectors trained or kept current under the provisions of this MOU will be the absolute minimum number required to supervise and oversee the training and evaluations conducted by a particular training center. The FAA will not use the MOU as a substitute for agency-procured training.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Knowledge of FAA Order 8710.3 is essential. To hold a designation as check airman, TCEs must be knowledgeable of check airmen training, employment, designation, and oversight.

B. This task may require coordination with AFS-840 and AFS-210.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Title 14 CFR part 183
- FAA Order 8710.3, Pilot Examiner's Handbook

B. Forms.

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval
- FAA Form 8430-9, Certificate of Authority (valid for 1 year)
- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8710-9, Designated Examiner Application/Qualification Record

C. Job Aids.

- Sample Figures

3. PROCEDURES.

A. Nominating Process. The TCPM shall accept a nomination for one or more TCEs from a training center applicant or certificate holder. The nomination must specify which authorizations the training center is requesting. For each person nominated, the TCPM must also be provided a completed FAA Form 8710-9.

B. Program Tracking and Reporting Subsystem. After receiving an application for a TCE, open a PTRS record. (PTRS Code 1559.)

C. FAA Inspector Qualifications for Evaluator Oversight. Whenever possible, ensure that each required surveillance is conducted by a FAA inspector qualified in the applicable category, class and type of aircraft (if a type rating is required).

D. FAA Inspector Training for Evaluator Oversight. Coordinate and execute an MOU between the training center manager and the CHDO. (See Figure 152-1.) (PTRS Code: 1021.)

E. TCE Eligibility and Training Requirements. Ensure that the following TCE requirements are met:

(1) TCE candidate meets the requirements of 14 CFR part 142, subpart C.

(2) Applicant may be an employee of the training center or of another organization, but must be under the operational control of the training center.

(3) Applicant must complete the training center instructor training and be designated as an instructor at that training center.

(4) Applicant must be designated as an instructor in the program which the evaluations will be conducted.

(5) Applicant should have at least 1 year of experience as an instructor, check airman, designated examiner, or evaluator in the appropriate category, class, and type of aircraft (if type is applicable). A waiver of the experience requirements may be considered only for those applicants who are closest to meeting the experience requirement. To ensure standardization, the regional office is herein identified as the holder of waiver authority of the requirements stated above. Waiver considerations are as follows:

(a) Applicants for waiver must meet all experience requirements as specified in 14 CFR part 142;

(b) Waivers will be granted based on the applicant's equivalent level of experience, as determined by the TCPM. Examples of considerations include depth and breadth of experience, similarities in aircraft complexity, prior experience as examiner or evaluator, complexity of navigation equipment;

(c) Minimum requirements for qualifying TCEs will meet or exceed minimum requirements under 14 CFR part 121 and part 135. (See applicable regulatory requirements of parts 121 and 135; and

(d) For standardization purposes, no additional requirements should be added to those stated above without the concurrence of AFS-800.

(6) Each applicant should have 1 year of previous experience as a Pilot-in-Command (PIC) or instructor in the type of aircraft in which the evaluator will conduct evaluations. Waive this requirement on a case-by-case basis, such as the example cited above.

F. Additional Guidance. In addition to the foregoing guidance, follow the applicable guidance in FAA Order 8710.3.

NOTE: Not all provisions of that order apply to TCEs, and there are requirements for TCEs which are not contained in that order.

G. TCE Training.

(1) Ensure that all qualified nominees for TCE complete the instructor training program for that training center. The program must include the initial and recurrent training and the testing requirements of 14 CFR part 142, subpart C.

(2) Ensure that all qualified nominees for TCE complete the training program that is developed and conducted by the FAA. (PTRS code: 1590.)

H. Conduct Initial Observation and Evaluation of TCEs.

(1) Require each candidate to observe a qualified evaluator or inspector conduct each increment of the practical test in its entirety. This will include observation of the oral, simulator flight, and (if appropriate) aircraft flight testing increments and associated briefings, as well as the completion of the airman certification paperwork.

(2) Ensure that a qualified FAA inspector evaluates the candidate conducting at least one complete practical test in its entirety. This will include observation of complete oral, simulator flight, and (if appropriate) aircraft flight testing increments, and associated briefings, as well as the completion of the airman certification paperwork. (PTRS codes: 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1664, 1645, 1668, and 1673.)

I. Designation. On behalf of the Administrator, designate all qualified TCEs. Issue FAA Form 8000-5, FAA Form 8430-9, and a letter of authorization defining the evaluator's privileges and limitations. (PTRS code: 1559.)

J. Surveillance. Conduct ongoing surveillance at least annually. (PTRS codes: 1595, 1641, 1642, 1643, 1644, 1645, 1668, and 1673.)

(1) Surveillance (which may be unannounced) consists of the following:

(a) Practical Test - Oral Increment.

(b) Practical Test - Flight Simulator Increment. During this increment of the test the TCPM should observe the evaluator operating the flight simulator control panel while conducting a practical test.

(c) Practical Test - Aircraft Increment (if appropriate).

(2) The TCPM, or a person designated by the TCPM, must observe the TCE demonstrate the following during an annual proficiency check in a simulator:

(a) Knowledge and skill areas required for the original issuance of the certificate being authorized to issue; and

(b) All maneuvers and procedures listed in the PTS for the applicable certificate. This may include other procedures and crewmember functions at the discretion of the person conducting the check.

K. Evaluator Recurrent Training. The TCPM, or person designated by the TCPM, will conduct recurrent training annually to ensure:

(1) Each evaluator satisfactorily completes annual training in those subject areas required for initial qualification.

(2) Flexibility in choosing which of those areas to emphasize during this training is exercised.

(3) Due dates for future evaluator authorization is considered. Completion of the annual evaluator training in the calendar month before or the calendar month after the month due is considered completed in the month it was due.

L. International Field Office Coordination. Assist the TCE or employee training center in coordination with the applicable International Field Office (IFO) for certification activities conducted outside the U.S.

M. Set TCE Limits. The following limits should be applied to the function of the TCE:

(1) Evaluate only airmen who complete programs approved for the employing training center. TCEs hold authority to evaluate only the students of the employing training center. A TCE may be given authorization on a temporary or permanent basis for

conducting evaluations at a satellite or a remote site of the employee's training center. Usually, TCs provide training with checks as a by product. However, rules do not prevent a check with no training.

(2) Evaluate in no more than two aircraft types.

(3) Issue ATP certificates and aircraft type ratings (when authorized) only to graduates of the employing training center, and to those satellite or remote sites authorized.

(4) Evaluate airmen from more than one air operator or air carrier that is contracting for training with the center only if the training for each air operator or air carrier is completed.

(5) Conduct evaluations at multiple training centers under the following circumstances only:

(a) All training and designation requirements for those training centers are completed.

(b) Initial and recurrent evaluations on applicable training center programs and flight training equipment have been satisfied.

(6) Evaluator functions only as an evaluator, under normal circumstances, and not as a required crewmember while conducting any evaluation.

(7) Evaluations are not to be conducted on applicants who were instructed by the evaluating TCE during the previous 3 training days or 3 simulator sessions.

NOTE: Occasionally an applicant for an ATP certificate or aircraft type rating completes an approved 14 CFR part 142 training course that includes a Line-Oriented Flight Training (LOFT) session following the conduct of the ATP PTS. (LOFT is not a requirement for certification under 14 CFR part 61.) Care must be taken to ensure compliance with 14 CFR § 61.157(g)(2), which requires the completion of the entire approved course at a training center certificated under 14 CFR part 142. The confusion arises when the graduation certificate depends on the completion of the LOFT as a part of that training centers approved course. (Reference: 14 CFR §§ 61.157(g) and 142.65).

N. Training Specifications. List each designated evaluator in Training Specifications A012 and the Vital Information Subsystem (VIS) Designated Airmen File.

O. PTRS and VIS. Make final VIS entries and close PTRS records.

4. TASK OUTCOMES.

A. In accordance with 14 CFR parts 142 and 183, and, when applicable, in accordance with 14 CFR parts 121, 125, and 135, designate a TCE with one or more authorizations.

B. Disapprove an airman's application for designation as a TCE, issue FAA Form 8060-5, and notify the training center management.

5. FUTURE ACTIVITIES.

A. Conduct routine and unannounced surveillance of TCEs functioning in that capacity for the FAA.

B. Conduct recurrent training and issue appropriate documents of reauthorization.

C. Withdraw authorizations as TCE whenever:

(1) A TCE leaves the employment status of a training center;

(2) An individual TCE's performance does not warrant continued evaluation activity on behalf of the Administrator; or

(3) The training center activity level no longer warrants having the TCE to evaluate its student applicants.

FIGURE 152-1
SAMPLE MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING BETWEEN BARRETT AVIATION AND THE FEDERAL AVIATION ADMINISTRATION

The parties involved are Barrett Aviation, 2243 Alamo Circle, San Antonio, TX 76176; and the Federal Aviation Administration (FAA) San Antonio Flight Standards District Office (SAT FSDO). The object of this memorandum is to establish a working agreement for an FAA evaluator program. This memorandum of understanding (MOU) will be terminated when there is no longer a need for an evaluator.

1. The FAA evaluator program has been established under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142 for the delegation of certification authority and responsibility to selected employees of simulator flight training centers. The evaluator program is comprised of employees of Barrett Aviation who may conduct airman certification practical tests under the supervision of an FAA inspector known as the training center program manager (TCPM). When a TCPM is responsible for more than two aircraft programs, a partial program manager (PPM) may be assigned to assist the TCPM. The TCPM and PPM are functionally responsible for the surveillance and certification activities for the aircraft to which they are assigned. Unwarranted co-training and co-qualification of PPMs is not contemplated.

2. The TCPM is directly responsible for the FAA regulatory management and surveillance of the training center.

3. The evaluator program is based upon the requirement that Barrett Aviation and the SAT FSDO maintain an open relationship. Barrett Aviation agrees to allow the TCPM unrestricted access to facilities, working level personnel, and managers.

a. Barrett Aviation agrees to actively and continuously measure the effectiveness of its policies and procedures, manuals, and training programs. Through the TCPM, the FAA will share its surveillance findings so that Barrett Aviation is provided an independent assessment to measure the effectiveness of this program.

b. The guidelines contained in advisory circular AC 00-58, Voluntary Disclosure Reporting Program, shall serve as the basis for a voluntary disclosure program.

c. In order to function effectively in the evaluator program, the TCPM and PPM require an expert knowledge of the training center's programs. Barrett Aviation agrees to extend privileges to the TCPM and PPMs beyond those afforded to aviation safety inspectors not assigned as the TCPM or PPM. The privileges should include all privileges that the training center grants to its own check airmen (except that of acting as pilot-in-command (PIC) of an aircraft in flight). For example, the TCPM and PPMs should be granted the same authority to operate the instructor panel flight controls of flight simulators and flight training devices as the operator grants to its own check airmen.

4. Barrett Aviation may provide the TCPM and PPM with the training that they provide to their instructors and check airmen for initial qualification as well as recurrent training requirements. This training should consist of at least the following:

a. Basic Indoctrination Training, if required;

b. Initial Equipment Training (includes type rating, if required); and

c. Any Special Training (such as Category 11 or Category III procedures, if required) (Simulator Only).

5. The TCPM and PPMs are eligible for flight simulator training and may receive the certification in a flight simulator in accordance with Barrett Aviation's existing exemptions or part 142. For initial training, 2 hours as PIC in the actual aircraft is desirable, but often impractical. The FAA will determine when training in the aircraft is needed. If aircraft training is needed, the FAA will make arrangements and pay for the use of the aircraft.

FIGURE 152-1
SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued

6. The TCPM and PPMs should complete recurrent training and proficiency checks as necessary to meet the requirements of FAA Order 4040-9 and Events-Based Currency, as follows:

a. XXX hours of flight simulator time as a PIC each quarter. This flight simulator time should be provided by Barrett Aviation at its expense and may be provided in a dry or wet status at the inspector's discretion. The TCPM will schedule this training.

NOTE: The norm hours of flight simulator time is between 2 to 6 hours, depending on the complexity of the aircraft.

b. The amount of classroom, CBT, FTD, and simulator training normally provided to FAA inspectors in FAA-approved annual recurrent courses for inspectors. This warm-up flight time is required before the TCPM or PPM receives the TCPM or PPM receives the annual proficiency check administered by the FAA. This period should be provided by Barrett Aviation at its expense, and may be provided in a dry or wet status at the inspector's discretion. This warm-up flight simulator training will satisfy the quarterly requirement for the calendar quarter in which it is provided.

c. A XXX hour flight simulator period should be made available for administering the TCPM's or PPM's annual PIC proficiency check. The FAA will provide an inspector to administer the required proficiency check, and Barrett Aviation will provide qualified crewmembers to fill other required crew positions. This flight simulator time should be provided by Barrett Aviation at its expense.

NOTE: The norm hours for a flight simulator period is 2 to 4 hours, depending on the complexity of the aircraft.

d. Each TCPM and PPM should receive annual recurrent ground training on the same basis as that administered to other FAA inspectors during FAA-approved annual recurrent courses. This training should be provided by Barrett Aviation at its expense.

7. Evaluators must be nominated by Barrett Aviation. The following criteria will be used for selection of an evaluator:

a. The nominee must be employed by Barrett Aviation.

b. The nominee must be qualified and current in the aircraft in accordance with part 121, 135, or 61 or exemption numbers ####, ####, ####, or ####, as amended. If conducting training for an air carrier under contract, the instructors must be qualified in accordance with that air carrier operator's training program, operational procedures, and manuals.

c. The nominee must possess the appropriate airman certificate, with aircraft class and type ratings.

d. The nominee must have at least 1 year of experience as an instructor, check airman, or designated examiner under part 61, or in a part 121 or 135 air carrier training program, as appropriate, unless waived by the respective Flight Standards Division Manager, ASW-200. The following are requirements for providing waiver authority:

(1) Applicants for waiver must meet all experience requirements as specified in 14 CFR part 142;

(2) Waiver will be granted only to applicants closest to meeting the experience requirements;

FIGURE 152-1
SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued

(3) Waivers will be granted based on the applicant's equivalent level of experience, as determined by the TCPM. Examples of considerations include depth and breadth of experience; similarities in aircraft complexity; prior experience as examiner or evaluator; complexity of navigation equipment; and

(4) Minimum requirements for qualifying TCEs will meet or exceed minimum requirements under 14 CFR part 135 and part 121 (see applicable regulatory requirements of parts 121 and 135).

e. The nominee must have had no accidents or violations related to instructor or examiner duties within the past 5 years and NO prior suspension or revocation for falsification.

8. The evaluator will be authorized to serve as an evaluator on one type of aircraft. Additional type rating authorizations may be added to the certificate of authority upon approval by AFS-800. This authority is limited to the certification of graduates of Barrett Aviation's training program or a contracting air carrier's FAA-approved training program.

9. All certification conducted by the evaluator shall be limited to the privileges of the evaluator's certificate of authority. The evaluator may conduct pilot practical tests for initial issuance of a pilot certificate, including Airline Transport Pilot (ATP), and for category, class, and type ratings to be added to an ATP, Commercial Pilot, or Private Pilot Certificate. An evaluator may conduct evaluations of applicants for certificates and conduct pilot proficiency checks under part 61.

a. Except for the last 5 hours of flight simulator or flight training before the evaluation, an evaluator may conduct training and the evaluation, unless authorized otherwise by the TCPM. An evaluator may not conduct FAA written (knowledge) tests, special medical evaluations, tests for waivers, or any test for competency under Title 49 of the United States Code, Section 44709(a) of U.S. Transportation Laws. Any privileges and limitations listed in a letter of authority issued outside an evaluator program do not apply to the evaluator program.

b. Before designation of an evaluator, the TCPM shall ensure that each evaluator nominee successfully completes an approved examiner standardization course, as outlined in FAA Order 8710.3, Pilot Examiner's Handbook.

(1) The administrative procedures and supervisory relationships (FAA oversight) that exist in the Evaluator program.

(2) The functions of a designated examiner as a representative of the FAA Administrator.

(3) The understanding that company policies, economics, union affiliation, and seniority are not relevant issues when determining certification requirements of airmen.

(4) The knowledge, abilities, and skills required for the applicable certification duties authorized.

(5) The procedures, methods, techniques, and guidance contained in FAA Order 8400. 10, Air Transportation Operations Inspector's Handbook, volume 5, chapters 1 through 6; and the Practical Test Standards.

(6) The authority, responsibilities, and limitations of designated examiners under the Federal Aviation Regulations, applicable exemptions, and handbook guidance.

(7) The use of the FAA forms, computer software, and job aids associated with the particular designated examiner function.

FIGURE 152-1
SAMPLE MEMORANDUM OF UNDERSTANDING -- Continued

(8) After completion of the standardization course, the Evaluator applicant must observe the TCPM, PPM, or qualified evaluator conduct a complete oral increment of a practical test, flight simulator increment of a practical test, and, if applicable, an aircraft increment of a practical test, including all necessary briefings and completion of the certificate paperwork.

(9) The TCPM shall conduct regular quarterly standards meetings with the Evaluators for the purpose of maintaining an effective working relationship, and clarifying problem areas. (The TCPM shall ensure that required supplies and materials are available to the evaluators.)

(10) The TCPM shall attend instructor safety meetings held by Barrett Aviation. The following signatures signify agreement to this memorandum of understanding and its contents:

_____

Barrett Landon, President Date
Barrett Aviation

_____

Newt Rogers Date

Manager, Northwest Mountain
Flight Standards Division, ANM-200

_____

Ryan A. Donlon Date
Training Center Program Manager

FIGURE 152-2
JOB AID FOR DESIGNATING TRAINING CENTER EVALUATOR

Training Center Evaluation Designation Checklist
Original Designation

Name of Designee Applicant

YES	NO	Item	Date:
		Nominee is to a training center operating under FAR employed/assigned 142 and/or 61, 121, 135 exemptions?	
		Nominee possesses an ATPC with the appropriate class ratings? (If instructing/testing under 14 CFR part 135 or 121)	
		Nominee is type rated on the aircraft for which TCE authority is requested?	
		Nominee has satisfactorily completed a proficiency check in accordance with the provisions of the training center's curriculum?	
		Nominee has at least one year of experience as an instructor, check, airman or designated examiner under FAR Part 61 or in a FAR Part 121 or 135 air carrier training program as appropriate unless waived by the administrator (experience as an FAA operations inspector is considered to meet this requirement)?	
		Nominee has had no accidents incidents or violations related to instructor, check airman or examiner duties?	
		FAA Form 8710-9 has been completed?	
		Nominee has completed the TCE standardization course conducted by the TCPM or the appropriate PPM?	
		Nominee has observed a qualified evaluator or FAA inspector conduct an oral and a practical test of a TCE-AC candidate?	Oral:
			Sim:
		Nominee has administered both an oral and a practical test of a TCE-AC candidate under the surveillance of an FAA inspector?	Oral
			Sim:
		PTRS forms have been completed reflecting the oral and practical tests observed and conducted by the nominee?	
		TCPM has completed applicable section of FAA Form 8710-9?	
		TCPM has completed FAA Form 8430-9?	
		TCPM has completed FAA Certificate 8000-5?	
		TCPM has completed TCE's Letter of Authority and limitations?	
		TCPM has established a file for the TCE containing the following? Examiner Letter of Authorization FAA Form 8430-9 (copy) FAA Certificate 8000-5 (copy) FAA Form 8710-9 (copy) FAA Form(s) 8000-36 PTRS sheets PTRS record of activity Part 121/ 135 Check Airman letters of approval Other correspondence	

FIGURE 152-3
JOB AID FOR RENEWING TRAINING CENTER EVALUATORS

TABLE 1. TRAINING CENTER EVALUATOR (TCE)

Designation Checklist
Date: _____

Name: _____ Cert. # _____

Qualifications:

_____1. Letter of request from the Training Center.

_____2. Completed FAA Form 8710-1 and FAA Form 8710-6, from applicant.

_____3. Airman Record and record of activity for past 12 months.

FAA Training (PTRS Code: 1595)

_____1. Completed annual DPR Seminar or, alternately, training by the TCPM.

Observation and Evaluation (PTRS Code: 1595, 1641, 1643, 1668, 1673):

Evaluator Applicant Conduct of Certification Under Observation.

Oral:	_____	_____
	Date	Name of Qualified Evaluator/Inspector
Simulator:	_____	_____
	Date	Name of Qualified Evaluator/Inspector
Aircraft:	_____	_____
	Date	Name of Qualified Evaluator/Inspector

FIGURE 152-3
JOB AID FOR RENEWING TRAINING CENTER EVALUATORS -- Continued

Documentation (PTRS Code: 1559):

_____1. Complete FAA Form 8710-1 and 8710-6*****.

_____2. Complete FAA Form 8000-5, Certificate of Designation.

_____3. Complete FAA Form 8430-9*****, Certificate of Authority.

_____4. Complete Letter of Authorization***** defining Evaluator's privileges and limitations.

_____5. Open/Close all applicable PTRS.

_____6. Enter appropriate VIS changes.

_____7. Completed file to ASA/AST for file creation/update.

***Copy to ACE-250**

Completed:

_____ _____
Date TCPM Signature

FIGURE 152-4
JOB AID FOR INSPECTING STUDENT RECORDS

Training Center:
Date:
Name:
Certificate Type & No.:
Ratings:
Flight Instructor No.: Expires:
Ground Instructor:
Medical Class & Date:
Employment Date:
Assigned Training Program:
Last Training Received: Initial or Recurrent
Ground:
Flight Simulator Proficiency Check:
Instructor Panel Check:
Aircraft Proficiency Check:
LEVEL C OR D INSTRUCTORS
Date Completed One of The Following:
A. 2 Hours of Flight
B. Approved 121 Or 135 Line Observation Program And 1 Hour Loft
C. 2 Hours In-flight Observation Training And 1 Hour Loft

[THIS PAGE INTENTIONALLY LEFT BLANK]

CHAPTER 153. CONDUCT SURVEILLANCE OR INSPECTION OF A TRAINING CENTER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES. 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640 through 1647, 1649, 1650, 1652, 1653, 1654, 1662, and 1673.

2. OBJECTIVE. The objective of this task is to determine if a holder of a Title 14 of the Code of Federal Regulations (14 CFR) part 142, Training Center Certificate and Attendant Training Specifications is continuing to meet the requirements of those documents and those which the Federal Aviation Administration (FAA) found the certificate holder able to do during the certification process. Successful outcome of this task will result in the certificate holder being able to continue to offer the training, testing, and checking authorized by its certificate and training specifications.

3. GENERAL. This chapter concerns repetitive and ongoing surveillance and other specific or general inspections.

A. Four-Phase Surveillance Programs. There are four phases to planning and executing surveillance programs. Specific guidance for each phase can be found in FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 6, chapter 1. The four phases are as follows:

(1) Phase One - Developing a surveillance plan by determining the types of inspections necessary and the frequency of those inspections.

(2) Phase Two - Accomplishing the surveillance plan by conducting the inspections.

(3) Phase Three - Analyzing surveillance data gathered from inspection reports and related information from other sources.

(4) Phase Four - Determining an appropriate course of action.

B. Flight Standards District Office (FSDO) Responsibility. The objective of all surveillance programs is to ensure that a certificate holder complies with the regulations and training specifications and continues to meet the original training center certification requirements. The FSDO holding geographic responsibility for the area should conduct surveillance and inspection of satellite training centers and remote training sites after coordination with the Certificate-Holding District Office (CHDO).

C. Surveillance and Inspections of Training Centers.

(1) The FAA may conduct inspections to determine compliance with the regulations and the training center's training specifications whenever the FAA considers it necessary. A Training Center Certificate and Training Specifications must be made available for inspection upon request by the Administrator, an authorized representative of the National Transportation Safety Board, or any federal, state, or local law enforcement agency.

(2) Events for Inspections. The FAA will make certain inspections to determine a training center's compliance with, or eligibility under the U.S. Transportation Laws, Title 49 of the United States Code (49 U.S.C.), the regulations, established policy, the Training Center Certificate, and Training Specifications. Inspections must occur at the following times:

(a) Before initial certification.

(b) Before annual recertification (training centers outside the U.S. only).

(c) Upon training center or satellite center location change.

(d) Upon addition of a satellite center.

(e) Upon training center application for amendment to an existing training program.

(f) Upon training center application for an additional training program.

(3) Date and time. Although unannounced inspections are appropriate, consideration should be given to conducting inspections at a time agreed to by

the training center and the FAA. All inspections shall be at a reasonable time and in a reasonable place.

D. Areas of Surveillance and Inspections. The following areas are the main areas for inspection and surveillance:

(1) Aircraft and Ramp Checks. Ramp checks should be conducted on training center-operated aircraft, which could include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants.

(2) Flight simulators and flight training devices (FTD).

(3) Facilities.

(4) Records.

(a) A training center is required to maintain student records for 1 year after completion of that student's training, checking, or testing.

(b) A training center must keep instructor initial training and qualification records during the instructor's employment and for at least 1 year afterwards. It must keep all other records for at least 1 year following the completion of required training and checking. Evaluators, who must also be instructors, are considered instructors for this purpose.

(c) The FAA will include the location of all required training center records and the approved method(s) for recordkeeping, in the Training Specifications.

(5) Designated Evaluators. See also chapter 152.

(6) Observation of Training Programs. Inspectors will observe training programs to ensure that each program is being conducted in accordance with (IAW) the curriculum and lesson plans, and using the courseware, originally or subsequently approved.

(7) Advertising. Training center certificate holders that advertise the provision of training must adhere to the following:

(a) Distinguishing Types of Training. A training center certificate holder may not advertise to conduct any training that is not approved by the FAA if that training is designed to satisfy any requirement of 14 CFR. However, a training center certificate holder may advertise training that is not designed to satisfy any requirement of the regulations if such advertising is clearly distinguished as not being a part of the training center approved curriculums.

(b) Accuracy of Statements. A training center may not make any statement relating to its certification that is false or designed to mislead any person contemplating enrollment. The training center must clearly differentiate between courses that have been approved and those that have not.

(c) Surrender of Certificate. When a training center certificate has been surrendered, suspended, or revoked, it must remove all indications of center approval and cease advertising that the training center is certificated by the FAA. The former certificate holder must remove all signs that advertise the training center and cancel radio, television, newspaper, magazine, and billboard advertisements for the training center.

(d) Vacating a Training Center. A training center which vacates a training center facility or satellite training center facility must promptly remove all signs indicating that an FAA-approved training center is located on the premises.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. This task may require coordination with AFS-100, AFS-800, AFS-900, the regional office, and the local FSDO whenever an inspection of a satellite or remote center is scheduled or requested by a CHDO in that FSDO's district.

B. Except for no-notice inspections or surveillance observations, this task will require coordination with the training center to be inspected or observed.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 1380.51, Program Tracking and Reporting Subsystem
- FAA Order 8000.49, Flight Standards Geographic Program
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- FAA Order 8700.1, General Aviation Operations Inspector's Handbook
- Vital Information Subsystems Procedures Manual
- Operations Specifications Subsystem (OPSS) CHDO User's Manual

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Figures 152-1 through 152-5

3. PROCEDURES.

A. Program Tracking and Reporting Subsystem. Open PTRS records. This task will require numerous PTRS records, or activity codes for a particular PTRS record, or both. Open separate records to accommodate various activities as the need for the activity is identified and performed.

B. FSDO Responsibility. Surveillance and inspection of satellite training centers and remote training sites will normally be conducted by the FSDO holding geographic responsibility for the area after coordination with the CHDO. Consult FAA Order 8000.49 for guidance on geographic responsibility. (PTRS code: 1559.)

C. Four-Phase Surveillance Programs. Adhere to the four phases for planning and executing surveillance programs. Refer to FAA Order 8400.10, volume 6, chapter 1 for specific guidance for each phase. The four phases are as follows:

(1) Phase One - Develop a surveillance plan by determining the types of inspections necessary and the frequency of those inspections.

(2) Phase Two - Accomplish the surveillance plan by conducting the inspections.

(3) Phase Three - Analyze surveillance data gathered from inspection reports and related information from other sources.

(4) Phase Four - Determine an appropriate course of action.

D. Areas of Surveillance and Inspection. Use the job aids that are located in Figures 152-1 through 152-5 to conduct inspections. For the following areas of surveillance and inspection which have no detail shown, use the detailed guidance for that subject in chapter 150, section 2. (PTRS codes: 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662, 1672, and 1673.)

(1) Aircraft and Ramp. Inspect training center-operated aircraft, which could include foreign aircraft, aircraft not yet registered, and aircraft furnished by clients or applicants. Emphasize the following items during ramp checks: (PTRS codes: 1652 and 1653.)

(a) Aircraft-use records or logbook.

(b) Minimum Equipment Lists (MEL).

(c) Discrepancy records.

(d) Maintenance logbooks.

(e) Ensure that training specifications include aircraft and inspection programs, if aircraft are used.

(2) Flight Simulators and FTDs. Evaluate the following areas for compliance with program approval or acceptance guidance provided in earlier chapters. (PTRS codes: 1630 and 1654.)

(a) Functional evaluations.

(b) Accurate replication of the aircraft type for the curriculum in which used.

(c) Logbook or other use records.

(d) Simulator Component Inoperative Guide (SCIG), if applicable, or procedures for operating with inoperative components.

(e) Discrepancy records to determine if any recorded item would or would not have affected training, checking, or testing.

(f) Maintenance logbooks.

(g) Records of daily preflight to determine if discrepancies are being recorded and if maintenance is deferred on any discrepancies that would affect training, checking, or testing.

(h) Training specifications to ensure that they identify all flight simulators and FTDs used.

(i) When installed, inspect oxygen masks, smoke goggles, and audio control panels to ensure proper operation.

NOTE: TCPMs should fly the simulator from time to time to ensure proper operation.

(3) Facilities.

(a) Ensure that the facilities are adequate to conduct the training, checking, or testing that is approved for the training center. (PTRS codes: 1640 and 1647.)

(b) Ensure that training specifications list all used satellite training centers and remote training sites.

(4) Records. Figures 152-1 through 152-4 contain job aids for inspecting training center records.

(a) Review student records to determine compliance with the approved training program. Each record should show a chronological record of the students' participation in the training program, as required by 14 CFR § 142.73(a), recordkeeping requirements. (PTRS code: 1649.)

(b) Ensure that records show that student prerequisites for entry into training were verified and documented.

(c) Review training center instructor and designated evaluator records to determine compliance with the requirements of 14 CFR § 142.73(b). See chapter 152 for more complete guidance on Training Center Evaluator (TCE) surveillance. (PTRS code: 1650.)

(d) Ensure that the training specifications identify the location of all required training center records and specify the approved method(s) for recordkeeping.

(5) TCEs. See also chapter 152. Ensure that each designated evaluator is observed annually by a qualified FAA inspector. The surveillance (which may be unannounced) will consist of the following: (PTRS codes: 1641, 1642, 1643, 1668, and 1673.)

(a) The oral increment of a practical test.

(b) The flight simulator increment of a practical test, which should include the observation of the evaluator operating the flight simulator control panel during a certification practical test.

(c) The aircraft increment of a practical test, if appropriate.

(d) Examination of Training Specifications to ensure that they include all and only approved TCEs.

(6) Advanced Qualification Program (AQP) Curricula. Survey and inspect approved AQP curricula IAW the guidance provided by FAA Order 8400.10 in volume 3, chapter 4, section 4, and volume 6.

(a) Record all activity connected with an AQP by using the existing PTRS activity codes and 14 CFR combinations. When reporting certification, surveillance, or other activities associated with an AQP curriculum, ensure that the letters AQP are annotated in the National Use field of FAA Form 8000-36. No other changes to PTRS reporting procedures are entailed.

(b) FAA Form 8000-36 may be overprinted or modified to provide the TCE or AQP evaluator with additional guidance and aid in standardization of data entry.

(c) PTRS Activity Codes. All of the operations activity codes that are defined in FAA Order 1380.51 continue to apply under AQP. Some unique AQP tracking requirements may be necessary in the future, and recording procedures will be provided at that time.

(d) Ensure that AQP being used are authorized in the training specifications.

(7) Training Programs.

(a) Evaluate the courseware, syllabi, equipment, and personnel to ensure that they continue to meet regulatory requirements. Figure 152-5 contains

a job aid for internal evaluation of training centers. (PTRS codes: 1626 and 1646.)

(b) Ensure that the training specifications include all approved curricula.

(8) Advertising. Ensure that training center certificate holder adheres to the following requirements for advertising.

(a) Distinguishing Types of Training. Ensure that the training center certificate holder does not advertise to conduct any training that is not approved by the FAA if that training is designed to satisfy any requirement of 14 CFR. Note that a training center certificate holder may advertise training that is not designed to satisfy any requirement of the regulations if such advertising is clearly distinguished as not being a part of the training center approved curriculums.

(b) Accuracy of Statements. Ensure that a training center does not make any statement relating to its certification that is false or designed to mislead any person contemplating enrollment. Determine that the training center clearly differentiates in advertising between courses that have been approved and those that have not.

(c) Cessation of Advertising upon Surrender of Certificate. Ensure that when a training center certificate has been surrendered, suspended, or revoked, the former certificate holder removes all indications of center approval and ceases advertising that the training center is certificated by the FAA. Determine compliance with the requirement to remove all signs that advertise the training center and cancel radio, television, newspaper, magazine, and billboard advertisements for the training center.

(d) Vacating a Training Center. Ensure that a training center which vacates a training center facility or satellite training center facility promptly removes all signs indicating that an FAA-approved training center is located on the premises.

E. Events for Inspections. Conduct inspections at the following times: (PTRS codes: 1240, 1334, 1366, 1368, 1369, 1370, 1371, 1603, 1607, 1612, 1621, 1626, 1629, 1640, 1646, 1647, 1649, 1650, and 1653.)

(1) Before initial certification.

(2) Before annual recertification (training centers outside the U.S. only).

(3) Upon training center or satellite center location change.

(4) Upon addition of a satellite center.

(5) Upon training center application for amendment to an existing training program.

(6) Upon training center application for an additional training program.

(7) Upon experiencing an inordinate number of failures of practical tests for certificates.

F. PTRS and Vital Information Subsystem (VIS). Make final VIS entries and close PTRS records.

4. TASK OUTCOMES. Completion of the task results in either of the following:

A. Issuing a finding of satisfactory results.

B. Issuing a finding of unsatisfactory results and indicating expected corrective action or other ramifications of the unsatisfactory results.

5. FUTURE ACTIVITIES.

A. Schedule follow-up inspections for any deficiencies.

B. Possible enforcement investigation on items not in compliance.

C. Continuation of routine surveillance and interaction.

FIGURE 153-1
JOB AID FOR INSPECTING STUDENT RECORDS

Name of Training Center:

Location of Training Center:

Student Name:

Name of Employer:

Pilot Certificate Grade & Number:

Category, Class, And Type Ratings:

Medical Class & Date:

Copy of Medical And Pilot Certificate: Yes or No

Flight Experience: Total Time:

- PIC
- SIC
- Instrument
- Night
- Cross-country
- Total Turbine Time
- Total Time In Type
- NR of Aircraft Flown that Require aType Rating
- Total Time in each of these Aircraft

Name of Course Curriculum:

Student's Performance on Each Lesson Noted? Yes or No

Name of Instructor or Evaluator on each Lesson? Yes or No

Does each Lesson Contain The Date in Which it was Accomplished? Yes or No

All Required Training Completed? Yes or No

End of Course Test or Check Results: Satisfactory -- Unsatisfactory

If Unsatisfactory, how many Retakes Required?

How much Additional Training Required?

Was Circling Approach Accomplished? Yes or No

If no Circling Approach, was Training Record Annotated? Yes or No

Comments:

Date of Inspection:

FIGURE 153-2
JOB AID FOR INSPECTING FLIGHT SIMULATOR/TRAINING DEVICE

Maintenance Records

Training Center:

Date:

Aircraft Type:

Flight Simulator or Training Device:

Level:

Last NSPM Evaluation Date:

Inspections:

Preflight:

- Operational Check
- Preflight Checklist

Weekly:

Discrepancy Log

Number of Open Discrepancies:

Record the Following Information on each Open Discrepancy:

1. Date Of Discrepancy
2. Description Of Discrepancy
3. Any Restriction to Training or Checking

Frequency of Recurring Discrepancies

Comments:

FIGURE 153-3
JOB AID FOR INSPECTING INSTRUCTOR/EVALUATOR TRAINING RECORDS

Name:

Certificate Type & No.:

Ratings:

Medical Class & Date:

Aeronautical Experience:

Employment Date:

Termination Date:

Reason:

Duty Assignment:

Date Initial Pilot Training Completed:

Last Training Received: Initial or Recurrent

Ground:

Flight Simulator Proficiency Check:

Authorized to Train/Check for the Following Carriers:

Carrier Name	Date Training Completed

FIGURE 153-4
JOB AID FOR INSPECTING INSTRUCTOR RECORDS

Name of Training Center:

Location of Training Center:

TCE Name:

Name of Employer:

Pilot Certificate Grade & Number:

Category, Class, and Type Ratings:

Medical Class & Date:

Copy of Medical and Pilot Certificate: Yes or No

Flight Experience: Total Time:
- PIC
- SIC
- Instrument
- Night
- Cross-country
- Total Turbine Time
- Total Time in Type
- NR of Aircraft Flown that Require a Type Rating
- Total Time in each of these Aircraft

Name of Course Curriculum:

Student's Performance on each Lesson Noted? Yes or No

Name of Instructor or Evaluator on each Lesson? Yes or No

Does each Lesson Contain the Date in which it was Accomplished? Yes or No

All Required Training Completed? Yes or No

End of Course Test or Check Results: Satisfactory -- Unsatisfactory

If Unsatisfactory, how many Retakes Required?

How much Additional Training Required?

Was Circling Approach Accomplished? Yes or No

If no Circling Approach, was Training Record Annotated? Yes or No

Comments:

Date of Inspection:

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS

1. PURPOSE. This figure sets forth guidance for conducting an in-depth internal appraisal of a training center. While not mandatory, internal evaluation programs are beneficial to the training center.

2. APPLICABILITY. This guidance applies to the FAA-approved part 142 training center certificate holder and is to be used for internal evaluation (self-audit) purposes.

3. OBJECTIVE. The objective of an in-depth internal evaluation is to ensure that the training center is in compliance with the, exemptions, company procedures and policies, and written FAA guidance material.

A. Development of an in-depth inspection plan is essential to an internal evaluation program. The plan should contain at least the following:

(1) A list of flight simulators by aircraft type and FAA identification numbers.

(2) A list of flight training devices by aircraft type and FAA identification number or manufacturer's serial number.

(3) A list of aircraft by type, registration, and serial number.

(4) A list of the kinds of services provided to the training center (for example, aircraft refueling, contract maintenance).

(5) A list of pilot training facilities and their locations.

(6) A list of maintenance bases, names, and locations.

(7) The number and location of employees, including instructors, evaluators, and organizational structure.

B. Various data sources should be considered during the development of the plan. These include the following:

(1) Core curriculums, specialty curriculums, syllabuses, lesson plans, manuals, and supporting materials.

(2) Training specifications.

(3) Accident and incident data.

(4) History of regulatory noncompliance.

(5) Knowledge of any previous internal evaluations or FAA inspection or surveillance reports.

(6) FAA correspondence.

(7) Minimum equipment lists and simulator component inoperative guides.

(8) Exemptions and/or deviations.

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

4. INDEX.

Section 1.1 Management.

Section 1.2 Evaluators.

Section 1.3 Instructors.

Section 1.4 Training Specifications.

Section 1.5 Training Programs.

Section 1.6 Records.

Section 1.7 Exemptions and Deviations.

Section 1.8 Facilities.

Section 1.9 Quality of Instruction.

Section 1.10 Advertising.

Section 1.11 Parts 61, 121, 125, 135 Activity and Reports.

Section 1.12 Minimum Equipment List.

Section 1.13 Aircraft/Manuals/Pilot Operating Handbook.

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.1 - MANAGEMENT	14 CFR REFERENCE
Is the information contained on the training center certificate current? Yes [ ] No [ ] _____ _____	§ 142.7
Have the management or facilities changed since the training center certificate was issued? Yes [ ] No [ ] _____ _____	§ 142.13
Is the training center certificate prominently displayed? Yes [ ] No [ ] _____ _____	§ 142.27
Does the training center maintain a principal business office with a mailing address in the name shown on its certificate? Yes [ ] No [ ] _____ _____	§ 142.15
Does the training center use satellite training centers or remote training sites? Yes [ ] No [ ] _____ _____	§ 142.17
Does the training center have a sufficient number of management personnel who are qualified and competent to perform required duties? Yes [ ] No [ ] _____ _____	§ 142.13
Has each dispatcher, aircraft handler, line crewman, and serviceman been instructed in the procedures and responsibilities of their employment? Yes [ ] No [ ] _____ _____	

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.2 - EVALUATORS	**14 CFR REFERENCE**
Does the training center have a sufficient number of qualified evaluators to provide required checks and tests? Yes [ ] No [ ] _____ _____	§ 142.13
Are evaluators trained in accordance with part 142, subpart C? Yes [ ] No [ ] _____ _____	§ 142.55
Is each practical test given by evaluators conducted in accordance with the appropriate Practical Test Standards? Yes [ ] No [ ] _____ _____	
SECTION 1.3 - INSTRUCTORS	
Does the training center have a sufficient number of qualified instructors to provide training? Yes [ ] No [ ] _____ _____	§ 142.13
Are instructors trained in accordance with part 142, subpart C? Yes [ ] No [ ] _____ _____	§ 142.53
Is each written, oral, or flight evaluation that is given by instructors of a scope, depth, and difficulty to adequately determine the student's knowledge and skills? Yes [ ] No [ ] _____ _____	

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.4 - TRAINING SPECIFICATIONS	**14 CFR REFERENCE**
Is the information that is provided in part A of the training specifications current? Yes [ ] No [ ] _____ _____	§ 142.5 & part A of the Training Specifications
Does the training center have an authorization for each training course for which a certificate or rating is sought? Yes [ ] No [ ] _____ _____	§ 142.5 & part B of the Training Specifications
Is personnel and staff information that is listed in part C of the training specifications current? Yes [ ] No [ ] _____ _____	§ 142.5 & part C of the Training Specifications
Is the information regarding aircraft, flight simulators, and flight training devices that is contained in part D of the training specifications current? Yes [ ] No [ ] _____ _____	§ 142.5 & part D of the Training Specifications
Is the information regarding recordkeeping that is contained in part E of the training specifications current? Yes [ ] No [ ] _____ _____	§ 142.5 & Part E of the Training Specifications
Is the information regarding training center limitations that is contained in part F of the training specifications current? Yes [ ] No [ ] _____ _____	§ 142.5 & part F of the Training Specifications
SECTION 1.5 - TRAINING PROGRAMS	
Does the curriculum for each approved training program meet the minimum requirements contained in the Practical Test Standards? Yes [ ] No [ ] _____ _____	§ 142.39

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 - TRAINING PROGRAMS--Continued **14 CFR REFERENCE**

Does the training program curriculum for each approved training program contain the following:

a. A syllabus for each curriculum.

Yes [ ] No [ ]

_____

_____

b. Minimum aircraft and flight training equipment requirements for each curriculum.

Yes [ ] No [ ]

_____

_____

c. Minimum instructor and evaluator qualifications for each curriculum.

Yes [ ] No [ ]

_____

_____

d. A curriculum for initial training and continuing training of each instructor or evaluator employed to instruct in a curriculum.

Yes [ ] No [ ]

_____

_____

e. For each curriculum that provides for the issuance of a certificate or rating in fewer than the minimum hours prescribed by part 61 for training, testing, and checking conducted under part 142, does the training center have the following?

(1) A means of demonstrating the ability to reduce the minimum hours prescribed in part 61 for training, testing, and checking conducted under part 142.

Yes [ ] No [ ]

_____

_____

and;

(2) A means of tracking student performance.

Yes [ ] No [ ]

_____

_____

f. Does the training center ensure the following, for each course designed to meet requirements of part 121, part 125, or part 135?

(1) Has the Administrator approved the training center's

(a) Facilities for planned training, qualification, or evaluation required by part 121 or 135?

Yes [ ] No [ ]

_____

_____

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 TRAINING PROGRAMS--Continued	14 CFR REFERENCE

(b) Training program curriculum, or course, for use by each air carrier certificate holder, or operator under part 125 for whom it is to be used?

Yes [ ] No [ ]

_____

_____

and;

(2) Has each air carrier certificate holder, or operator under part 125, that has contracted for training with the training center certificate holder,

(a) Notified the Administrator of its intent to use a training program curriculum, or course, approved under part 142?

Yes [ ] No [ ]

_____

_____

and;

(b) Submitted the notification required by subparagraph f(2)(a), in writing, at least 30 days prior to the date that training for that air carrier certificate holder or operator began?

Yes [ ] No [ ]

_____

_____

g. If the Administrator required modification of an approved training program curriculum or course to ensure that the curriculum or course is suitable for a specific air carrier certificate holder's training program requirements, has the training center certificate holder made the required modification within 30 calendar days?

Yes [ ] No [ ]

_____

_____

Does the training program describe the courseware used? § 142.39

Yes [ ] No [ ]

_____

_____

Does the training program describe each flight simulator, training device, cockpit procedures trainer (mock-up) and other ground trainer? § 142.39

Yes [ ] No [ ]

_____

_____

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.5 - TRAINING PROGRAMS--Continued	**14 CFR REFERENCE**
Is there a description of the type of aircraft, including any special equipment, used for each course of instruction? Yes [ ] No [ ] _____ _____	§ 142.39
Is there a description of each lesson, including its objectives and standards? Yes [ ] No [ ] _____ _____	§ 142.39

SECTION 1.6 - RECORDS

A. Instructors and Evaluators

Does the training center certificate holder maintain a record for each instructor or evaluator authorized to instruct an approved course that indicates that the instructor or evaluator has complied with the requirements of §§ 142.13, 142.45, 142.47, 142.49, and 142.53, as applicable? Yes [ ] No [ ] _____ _____	
Does each flight instructor who is giving flight instruction under an approved course of training have the ratings and minimum qualifications specified in the curriculum? Yes [ ] No [ ] _____ _____	§ 142.47
Has each instructor completed recurrent training within the preceding 12 months? Yes [ ] No [ ] _____ _____	§ 142.53
Has each instructor for an approved course of training accomplished the required evaluations, given by a designated evaluator or inspector in each type of aircraft? Yes [ ] No [ ] _____ _____	§ 142.53

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.6 - RECORDS--Continued	14 CFR REFERENCE
B. Students Does the training center certificate holder maintain a record for each trainee that contains the following? (1) The name of the trainee; (2) The name of the trainee's employer; (3) A copy of the trainee's pilot certificate, if any, and medical certificate; (4) The name of the course and the make and model of flight training equipment used; (5) The trainee's prerequisite experience and course time completed; (6) The trainee's performance on each lesson and the name of the instructor providing instruction; (7) The name of each evaluator who conducts a required test or check; (8) The date and result of each end-of-course practical test and the name of the evaluator conducting the test; and (9) The number of hours of additional training that was accomplished after any unsatisfactory practical test. Yes [ ] No [ ] _____ _____	§ 142.73
Has the training center certificate holder provided the trainee with a copy of the trainee's training records when requested and within a reasonable time? Yes [ ] No [ ] _____ _____	§ 142.73
Does the training center retain each student record for at least 1 year from the date that the student graduates from the course for which the record pertains, terminates enrollment in that course, or transfers to another training center? Yes [ ] No [ ] _____ _____	§ 142.73
C. Simulator/Training Device Does each flight simulator have a discrepancy log that includes documentation of the daily functional inspection, discrepancies, and corrective action/deferral? Yes [ ] No [ ] _____ _____	§ 142.59
Does each flight simulator/flight training device continue to meet the specifications under which it was qualified and approved? Yes [ ] No [ ] _____ _____	§ 142.59

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.6 - RECORDS--Continued	**14 CFR REFERENCE**
Have any modifications been made to the flight simulators/flight training devices, and have the changes been documented and included in the appropriate approval test guide? Yes [ ] No [ ] _____ _____	§ 142.59
D. Aircraft Are aircraft used by the training center maintained in accordance with the provisions of the training specifications? Yes [ ] No [ ] _____ _____	§ 142.57
SECTION 1.7 - EXEMPTIONS AND DEVIATIONS	
Does the training center hold any exemptions, deviations, or waivers? Yes [ ] No [ ] _____ _____	§ 142.9
Does the training center comply with the conditions of the exemptions, deviations, and waivers? Yes [ ] No [ ] _____ _____	
Does the training center list the exemptions, deviations, and waivers in part A of the Training Specifications? Yes [ ] No [ ] _____ _____	
Does the training center have exclusive use of the facilities (e.g., flight simulator and associated briefing room or classroom) during scheduled use? Yes [ ] No [ ] _____ _____	§ 142.15
SECTION 1.8 - FACILITIES	
Is each room, training booth, or other space that is used for instructional purposes heated, lighted, and ventilated to conform to local building, sanitation, and health codes and adequate for the intended purpose? Yes [ ] No [ ] _____ _____	§ 142.15

FIGURE 153-5

INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.8 - FACILITIES--Continued	**14 CFR REFERENCE**
Are the facilities used for instruction free of significant distractions caused by flight operations and maintenance operations at the airport? Yes [ ] No [ ] _____ _____	§ 142.15
If the training center maintains a satellite center, does it meet all of the requirements listed above? (1) Does the satellite meet the appropriate requirements of subpart B and its approved syllabus? Yes [ ] No [ ] _____ _____	§ 142.17

SECTION 1.9 - QUALITY OF INSTRUCTION

Is the training center complying with the approved course of training and providing training and instruction of such quality that at least 8 out of 10 students or graduates of that training center pass a test for a pilot certificate or rating on the first attempt? Yes [ ] No [ ] _____ _____	

SECTION 1.10 - ADVERTISING

Does the training center advertise to conduct training that is not approved by the Administrator if that training is designed to satisfy any requirement of the CFR? Yes [ ] No [ ] _____ _____	§ 142.31
Has the training center certificate holder whose certificate has been surrendered, suspended, revoked, or terminated, promptly removed all indications, including signs, wherever located, that the training center was certificated by the Administrator; promptly notified all advertising agents, or advertising media, or both (employed by the training center certificate holder), to cease all advertising that indicates that the training center is certificated by the Administrator? Yes [ ] No [ ] _____ _____	§ 142.31

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.10 - ADVERTISING--Continued	**14 CFR REFERENCE**
Has the training center made any statement relating to its certification and ratings that is false or designed to mislead any person contemplating enrollment in that training center? Yes [ ] No [ ]	§ 142.31
Does the training center clearly differentiate between courses that have been approved by the FAA and those that have not? Yes [ ] No [ ]	§ 142.31
If the training center has relocated or does not hold a current certificate, has it removed all indications that the training center is certificated by the Administrator? Yes [ ] No [ ]	§ 142.31
Does the training center advertise and conduct approved pilot courses in accordance with the certificate it holds? Yes [ ] No [ ]	§ 142.73(a)
SECTION 1.11 - PARTS 61, 121, 125, 135 ACTIVITY AND REPORTS	
Does the training center conduct any training or instruction other than parts 142 or 61? Yes [ ] No [ ]	§ 61.1
SECTION 1.12 - MINIMUM EQUIPMENT LIST	
Does the training center have and appropriately use SCIGs and/or FAA-approved MELs? Yes [ ] No [ ]	§ 91.31
SECTION 1.13 - AIRCRAFT/MANUALS/PILOT OPERATING HANDBOOK	
Are the aircraft used by the training center registered as civil aircraft? Yes [ ] No [ ]	§ 142.57

FIGURE 153-5
INSPECTION AND SURVEILLANCE JOB AID INTERNAL EVALUATION GUIDANCE FOR PART 142 TRAINING CENTERS -- Continued

SECTION 1.13 - AIRCRAFT/MANUALS/PILOT OPERATING HANDBOOK--Continued	**14 CFR REFERENCE**
Are the aircraft certificated in the standard airworthiness category or foreign equivalent? Yes [ ] No [ ] _____ _____	§ 142.57
Are the aircraft maintained and inspected in accordance with the requirements of part 91 or foreign equivalent that apply to aircraft used? Yes [ ] No [ ] _____ _____	§ 142.57
Are the aircraft used in flight instruction at least two place with engine power controls and flight controls that are easily reached and operate in a conventional manner from both pilot stations? Yes [ ] No [ ] _____ _____	§ 142.57
Are the aircraft used in IFR operations properly equipped and maintained? Yes [ ] No [ ] _____ _____	§ 142.57
Are before-takeoff and before-landing checklists and the pilot operating handbook for the aircraft (if one is furnished by the manufacturer) carried on each aircraft that is used for instructional flights? Yes [ ] No [ ] _____ _____	§ 142.57

CHAPTER 154. WITHDRAWAL, SUSPENSION, REVOCATION, DENIAL, OR AMENDMENT OF TRAINING CENTER CERTIFICATE AND TRAINING SPECIFICATIONS

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES. 1375, 1385, 1390, and 1397.

2. OBJECTIVE. The objective of this task is to determine if a training center should have their Training Center Certificate or training specifications denied, suspended, revoked, or amended, and if so, take actions to suspend, revoke, or amend them to properly reflect the authorized activities. Successful outcome of this task will result in the suspension, revocation, or amendment, as applicable of a training center's certificate and all or part of their training specifications.

3. GENERAL.

A. Amendment to a Training Center's Training Specifications.

(1) Certificate-Holding District Office (CHDO) Authority. The CHDO may amend the training center certificate or training specifications at any time under the provisions of the U.S. Transportation Laws, Title 49 of the United States Code (49 USC.) section 44709(A). (PTRS codes: 1375, 1385, 1390, 1396, and 1397.)

(2) Request by Certificate Holder. The certificate holder may request an amendment by submitting a written request at least 60 calendar days before the proposed effective amendment date unless a different filing period is approved by the CHDO.

B. Surrender of Certificate. A certificate holder must surrender the training center certificate and training specifications to the CHDO under the following circumstances:

(1) Upon termination of operations under Title 14 of the Code of Federal Regulations (14 CFR) part 142.

(2) Upon suspension, revocation, or termination of the certificate by the Administrator.

C. Denial, Suspension, or Revocation.

(1) The Administrator may deny, suspend, revoke, or terminate a certificate or training specifications issued under 14 CFR part 142 if it is found that the following circumstances exist.

(a) An applicant for, or holder of, a training center certificate has had any certificate (issued by the Administrator) revoked, suspended, or terminated within the previous 5 years.

(b) An applicant for, or holder of, a training center certificate employs or proposes to employ a person who:

i. Was previously employed in a management or supervisory position or exercised control over any certificate holder whose certificate has been revoked, suspended, or terminated within the last 5 years.

ii. Contributed materially to the revocation, suspension, or termination of that certificate and be employed in a management or supervisory position, be in control of, or have a substantial ownership interest in the training center.

(c) The information provided by an applicant for, or holder of, a part 142 training center certificate is incomplete, inaccurate, fraudulent, or false.

(d) The annual re-certification process for a training center outside the U.S., including inspection results from the previous year, does not show compliance with original certification requirements.

(e) The issuance or continuance of such a certificate would not foster aviation safety.

[THIS PAGE INTENTIONALLY LEFT BLANK]

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. These tasks will require a general knowledge of the 5 phase certification process, 14 CFR part 142, and Federal Aviation Administration (FAA) Order 2150.3, Compliance and Enforcement Program.

B. These tasks may require coordination with regional or headquarters Office of General Counsel, AGC-1 and AFS-800.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 2150.3, Compliance and Enforcement Program (current edition)
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- FAA Order 1380.51, Program Tracking and Reporting Subsystem
- OPSS User's Manual and OPSS Web Site (www.opspecs.com)

B. Forms.

- FAA Form 2150-5, Enforcement Investigative Report
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Specific job aids may be issued in the future. At this time the automated OPSS establishes forms and formats to address this potential need.

3. PROCEDURES.

A. Program Tracking and Reporting Subsystem (PTRS). Open a PTRS record.

B. Amendment to a Training Center Training Specifications.

(1) CHDO Authority. Amend the training specifications at any time circumstances warrant such action under the provisions of U.S. Transportation Laws, 49 U.S.C. section 44709(A). (PTRS codes: 1396, and 1397.)

(2) Amend a certificate or training specifications upon request by the certificate holder.

(3) Events requiring amendment to training specifications.

(a) Addition or deletion of a curriculum.

(b) Addition or deletion of a satellite training center or remote site.

(c) Addition or deletion of flight training equipment.

(d) Addition or deletion of a visual scene required for a particular level of flight simulator qualification.

(e) Change in the qualification level of a flight simulator or flight training device (FTD).

(f) Addition or deletion of a visual scene approved for training or testing a circling approach.

(g) Change in training center, satellite training center, remote site address, or phone number.

(h) Change in management personnel or agent for service.

(i) Addition or deletion of training agreements.

(4) See chapter 149, Figure 149-5 for an overview of the training specifications preparation process.

(5) Inform training center certificate holders and training center applicants that they may review and propose from possible training specifications paragraphs located on the web site listed under paragraph 2A, References.

C. Surrender of Certificate. Request surrender of a training center certificate and training specifications to the CHDO under the following circumstances:

(1) Upon termination of operations under part 142.

(2) Upon suspension, revocation, or termination of the certificate by the Administrator.

D. Denial of Additional and Withdrawal of Existing Training Specifications.

(1) Deny additional training specifications after evaluation shows that the item proposed for authorization in a new training specification does not meet the requirements for authorization in the training specifications. See chapter 150.

(2) Withdraw or suspend the applicable training specifications whenever surveillance indicates that any item required for initial certification (see chapters 149 and 150) does not meet the minimum certification requirements.

(3) Deny a renewed certificate or issue a new certificate with withdrawn training specifications, as appropriate. If a training center outside the U.S. fails to meet the annual re-qualification for that certificate and each authorized training specifications.

E. Suspension or Revocation of Certificate or Training Specifications.

(1) To suspend, revoke, or pursue civil penalty sanctions against a training center certificate, initiate legal enforcement action in accordance with FAA Order 2150.3A.

(2) Withhold a renewed training center certificate or training specifications (foreign training center only) based upon findings of failure to continue to meet minimum initial certification requirements.

(3) Initiate action to suspend, revoke, pursue civil penalty, or withhold (foreign training center) a certificate, or terminate or withhold training specifications, as applicable, upon a finding that any of the following circumstances exist:

(a) An applicant for, or holder of, a training center certificate has had any certificate (issued by the Administrator) revoked, suspended, or terminated within the last 5 years.

(b) An applicant for, or holder of, a training center certificate employs or proposes to employ a person who:

i. Was previously employed in a management or supervisory position or exercised control over any certificate holder whose certificate has been revoked, suspended, or terminated within the last 5 years; or

ii. Contributed materially to the revocation, suspension, or termination of that certificate and be employed in a management or supervisory position, or in control of or have a substantial ownership interest in the training center.

(c) An applicant for, or holder of, a training center certificate provided information required by part 142 that was incomplete, inaccurate, fraudulent, or false.

(d) A training center certificate holder outside the U.S. does not show compliance with original certification requirements during the annual re-certification process for a training center outside the U.S., including inspection results from the previous year.

(e) The issuance or continuance of such certificate or training specifications would not foster aviation safety.

(f) The training center or training center applicant is conducting training in a course that has not been approved, but requires approval.

(g) The training center or training center applicant is conducting in FTD that has not been approved, but requires approval.

(h) The training center or training center applicant is training students who do not meet prerequisites for that training course.

(i) The training center or training center applicant is making or causing to be made false entries in any records required by 14 CFR.

(j) The training center or training center applicant deviates from approved programmed hours without meeting required preconditions.

(k) The training center or training center applicant is not adhering to regulatory advertising requirements.

(4) Include the items in subparagraph (3) above in surveillance plans.

F. PTRS and Vital Information Subsystem (VIS). Make final VIS entries and close PTRS records.

4. TASK OUTCOMES. Completion of the task results in one or more of the following actions:

A. Amendment of training specifications.

B. Denial of additional training specifications.

C. Suspension of a training center certificate or all or part of the training specifications.

D. Revocation of a training center certificate or all or part of the training specifications.

E. Civil penalty sanctions.

5. FUTURE ACTIVITIES.

A. Re-certify after the former training center certificate holder has satisfactorily completed corrective actions, met all minimum initial certification requirements, and any regulatory waiting period, if any, has been satisfied.

B. Re-certify after the training center certificate holder or former training center certificate holder (foreign training center only) has met all minimum initial certification requirements.

C. Conduct continued surveillance to preclude future noncompliance.

[THIS PAGE INTENTIONALLY LEFT BLANK]